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DOMINION BUREAU OF STATISTICS
FINANCE STATISTICS BRANCH
CANADA

31

MANUAL OF INSTRUCTIONS

Balance Sheets, Revenues and Expenditures
and
Other Accounting Statements
of
Municipal Corporations

Published by Authority of the HON. JAMES A. MACKINNON, M.P.
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Balance Sheets, Revenues and Expenditures

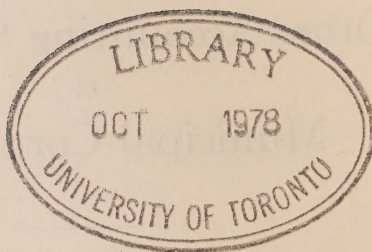


TABLE OF CONTENTS

	PAGE
FOREWORD.....	v
INTRODUCTION.....	vii
FINANCIAL STATEMENTS—FORMS AND INSTRUCTIONS	
Balance Sheets	
Combined (all funds).....	1
Capital and Loan Funds.....	7
Sinking Fund.....	19
Trust, Reserve and Agency Funds.....	26
Revenue Fund.....	31
Public Utilities.....	75
Housing.....	97
Cemeteries.....	111
Miscellaneous Local Authorities.....	125
Guarantees and Contingent Liabilities.....	17
Surplus (Deficit) Accounts	
Revenue Fund.....	42
Public Utilities.....	86
Housing.....	104
Cemeteries.....	118
Miscellaneous Local Authorities.....	129
Revenue (or Income) and Expenditure Accounts	
General.....	45
Public Utilities.....	89
Housing.....	107
Cemeteries.....	121
Miscellaneous Local Authorities.....	129
SUPPLEMENTARY STATEMENTS—FORMS AND INSTRUCTIONS	
General Fixed Assets.....	130
Debentures Assumed—Due from Other Municipalities.....	132
“ “ —Due to Other Municipalities.....	140
Debenture Debt—Analysis of.....	134
“ “ —Domiciliation of.....	136
“ “ —Average Rate of Interest.....	137
Debenture Debt Charges—Analysis of, for current year.....	150
“ “ “ —Analysis of, for future years.....	138
Debenture Debt Charges Recoverable—Analysis of, for current year.....	149
Debenture and Interest Payments—Domiciliation of, for future years.....	139
Tax (or Rate) Roll—Summary of.....	142
Taxes Receivable.....	144
Tax Arrears Agreements.....	146
Property Acquired for Taxes.....	146
Tax Sale Account.....	148
Capital Expenditures Provided Out of Revenue.....	152
APPENDIX	
“A” Procedure for Reporting Joint or Special Expenditures and Other Special Municipal Activities.....	153
“B” Utility Income and Expenditure Accounts.....	171
“C” General Municipal Statistics Schedules.....	189

FOREWORD

By undertaking the preparation and publication of this volume, the Dominion Bureau of Statistics has given due recognition to the great national importance of the financial statistics of municipal governments in Canada.

One of the most complicated problems of the Dominion-Provincial Conferences on Municipal Statistics was that of the scheme of reporting revenues and expenditures and balance sheets. The foundation for this work was laid at the first Conference held in July, 1937, at which a Continuing Committee was appointed to carry out the recommendations of the Conference. This Committee consisted of the following:

J. R. MUNRO, Chief, Finance Statistics, Dominion Bureau of Statistics, Chairman.

J. A. TOWNER, Quebec Municipal Commission.

G. P. GORDON, Commissioner of Finance, Ottawa.

The studies and research work of this Committee extended over a period of three years and involved many meetings and consultations in Ottawa, Toronto, Montreal and Quebec. The Committee was greatly aided in its work by the advice and assistance of provincial officials and others, including those of the Bank of Canada. Particular mention may be made of Louis Jacobs of Saskatchewan, Samuel Gascon of Quebec, and J. H. Lowther of Ontario, who personally attended several of the meetings. The two latter also served on the Committee in the final stages of its work; Mr. Gascon replaced Mr. Towner, who had left the employ of the Quebec Municipal Commission but nevertheless took an active personal interest in the completion of the Committee work, and Mr. Lowther was added to the Committee at the Conference of May, 1940.

The final report of the Committee was submitted to the Conference of December, 1940, and following further revisions and recommendations, the basic schedules which are explained in this manual were adopted. The Conference was of opinion that, before implementing the use of these uniform schedules in the several provinces, a *Manual of Instructions* should be prepared which would give a detailed explanation of each of the forms and account items included therein, and requested that the Dominion Bureau of Statistics undertake this task through its Finance Statistics Branch.

In publishing this volume, the Bureau carries out its part of the obligation arising from the recommendations of the Conference. Following the preparation of a preliminary draft, visits were made to each of the provinces in connection therewith and many helpful and constructive suggestions and criticisms were received. The Bureau is indeed grateful to the provincial officials and others who made available their time and knowledge in this regard, as well as to the Executive Officers of the Municipal Finance Officers Association of the United States and Canada who so willingly took part in our Conference and made many constructive and helpful suggestions.

A copy of this Manual is being made available without charge to each municipality in the Dominion of Canada, in accordance with the understanding reached between the Provincial Departments and the Bureau at the last Conference. Additional copies may be obtained by interested parties at a nominal charge of fifty cents each.

Since it is contemplated that the Manual will serve its useful purpose over a considerable period of time, it has been bound in loose-leaf form, so that it may be amended, revised, or added to at any time in the future in order that it may be of current practical value at all times.

The Manual was prepared by Mr. J. H. Lowther, now Assistant Chief of the Finance Statistics Branch of the Bureau.

S. A. CUDMORE,

Dominion Statistician.

July 31, 1942.

INTRODUCTION

One of the objectives of the Dominion-Provincial Conferences on Municipal Statistics was the standardization of municipal financial reporting throughout Canada, not only to the public at large but also to the Provincial Departments of Municipal Affairs or other authorities, which in turn would also make possible the procuring of comparable municipal statistics on a provincial basis. The schedules for reporting balance sheet information, revenues and expenditures and other financial data relating thereto, as adopted at the December, 1940, Conference, were developed with these objectives in mind and the purpose of this Manual is to explain the application and use of these schedules. At the same time provision is made in the Manual for a breakdown of municipal financial statistics and activities which will permit comparisons and consolidations to be made of financial statistics on a national scale, including the finances of Dominion, Provincial, and Municipal Governments.

Modification of Forms for Smaller Units

It is pointed out in this regard that the form and content of the financial statements and supporting schedules are designed to cover the activities of the largest type of municipality. Considerable scaling down and simplification will necessarily have to be made in the forms put into use for the smaller municipalities, and also for municipalities of different type or character. For instance, some modification will no doubt be required as between the forms for use by towns and villages in some provinces, as well as in those for townships or rural municipalities of different sizes. These facts should be given due recognition in the use of this Manual, and it should not be inferred that smaller municipal units are expected to have their financial reports prepared on such an elaborate basis. Further, it will be noted that many of the forms or schedules do not apply to all municipalities; reference to this fact is made later on in connection with the system employed in indexing the exhibits and schedules. However, in the course of any simplification or modification that may be necessary, the basic principles laid down for the preparation of the general statements must be carefully followed. With this in mind, it is the intention of the Finance Branch of the Dominion Bureau of Statistics to co-operate with Municipal Affairs officials of each of the provinces in designing forms and schedules for use by the different classes or types of municipalities. In this way both the local and provincial requirements for municipal financial statements will be adequately provided for, while at the same time the principles of uniformity on a national basis, which is an all-important and essential factor towards improvement in municipal administration and in the field of public finance statistics, will be maintained.

Municipalities Affected

This Manual applies to all units of local government as they exist and are known in the several provinces, as shown in the following table.

Manual of Instructions

MUNICIPALITIES IN CANADA, 1940, CLASSIFIED BY PROVINCES

Province of	Cities	Towns	Villages	Total Urban	Rural	Total Local Municipalities	Counties	Total Incorporated Municipalities
P.E. Island.....	1	7	—	8	—	8	—	8
Nova Scotia.....	2	43	—	45	24 ¹	69	2	69
New Brunswick....	3	20	2	25	15 ³	40	4	40
Quebec.....	26	108	311 ⁵	445	1,054	1,499	76 ⁶	1,575
Ontario.....	27	148	156	331	571 ⁷	902	38 ⁸	940
Manitoba.....	4	36 ⁹	22	62	111	173	—	173
Saskatchewan.....	8	82	384	474	302	776	—	776 ¹⁰
Alberta.....	7	53	145	205	143 ¹¹	348	—	348 ¹²
British Columbia..	33	—	19	52	28 ¹³	80	—	80
Totals.....	111	497	1,039	1,647	2,248	3,895	114	4,009 ¹⁴

¹ Officially known as "Municipalities".

² Nova Scotia has 18 counties, 12 of which each comprise *one* municipality and 6 are divided into *two* municipalities each, making the total of 24 rural municipalities. Counties, as such, do not represent local units of self-government.

³ Officially known as "Counties".

⁴ New Brunswick has 15 counties which are incorporated municipalities and have direct powers of local self-government comprising the rural areas; they are thus classed herein as "rural".

⁵ In provincial reports these are classed as "rural".

⁶ Although being incorporated municipalities, each county is comprised of the villages and rural municipalities situated therein, which provide the necessary funds for the services falling within the scope of county administration.

⁷ Officially known as "Townships".

⁸ Although being incorporated municipalities, each county is comprised of the towns, villages and townships situated therein, which provide the necessary funds for the services falling within the scope of county administration. Geographically, there are 43 counties, but 5 are united with other adjacent counties for purposes of administration.

⁹ Includes Flin Flon Municipal District and 5 units of self-government officially known as "Suburban Municipalities".

¹⁰ Excludes 84 "Local Improvement Districts".

¹¹ Officially known as "Municipal Districts".

¹² Excludes 246 "Improvement Districts".

¹³ Officially known as "Districts".

¹⁴ See footnotes ¹⁰ and ¹².

Thus the use of the word "municipality" throughout the text of the Manual applies in a general sense to all units of local government. There are instances, however, where its meaning conforms to the legal definition or common usage in some provinces.

Tax or Rate Roll

Some confusion may exist as to the use of the term *tax*, or *rate roll* in the text. It refers to the book(s), record(s) or list(s) used by municipalities in any province in which is entered the amount of taxes levied against each taxpayer or property in any year. Sometimes the tax roll and the assessment roll may be combined.

Fund Reporting

The schedules and accompanying instructions embodied in this Manual are predicated on the fundamental principle of separate fund accounting,

Introduction

namely, that the financial position and operations of each different fund (or activity) are reported separately. Generally speaking, the financial transactions of municipalities may be segregated into separate and distinct groups, being those relating to: (1) Capital and Loan Fund; (2) Sinking Fund; (3) Revenue Fund; and for many of the larger cities and towns (4) Trust Fund. While a number of special funds such as reserve funds, pension funds, insurance funds, working capital funds, etc., may also be found in some of the larger municipalities, such, for the most part, are not of general application.

In addition to the foregoing, and from the standpoint of the municipality as a unit, schools, and utility, housing and cemetery enterprises also constitute separate funds. But note that this applies only from the standpoint of the municipality as a unit, because each of these enterprises or activities may in turn account for their financial situation on the basis of the three or four *principal funds* referred to above. This point is illustrated in the Manual by the use of the qualifying words "General Section" in the title to the statements wherever such apply to the strictly municipal transactions.

"Utilities", as referred to in the foregoing, applies to all such services rendered by the municipal corporation regardless of the legal definition or constitution thereof. For instance, in some municipalities the management and operation of municipal utility enterprises is generally, but not always, entrusted to a local board or commission which is duly constituted as a corporate entity separate and apart from the municipal council but nevertheless created by the parent municipal corporation. In other municipalities these same utility services are provided but the management and operation thereof is carried out by the municipal council. That is to say, while one municipality may have a *Water Commission* or *Board of Water Commissioners*, or a *Public Utility Commission* including both a Water Supply System and an Electric Light and Power System, a neighbouring municipality may still provide these same services to its citizens and yet have no such "board" or "commission" vested with powers of management and operation. While such variations occur, they are merely incidental to the services provided which are of an identical nature in both instances. Thus, all utility enterprises, as well as housing and cemeteries, irrespective of the method employed in the management and operation, or control of these activities, are considered as separate *funds*, the transactions of which should each be accounted for and reported separately from ordinary municipal activities. This is essential, not only for the accurate interpretation of financial statements and reports, but also for uniformity and comparability in municipal statistics.

Hospitals, libraries and parks, when administered by a duly constituted board or commission, should also be treated on this same basis. See pages 128 and 129 of the text for further information in this regard.

Reporting School Finances and Operations

In so far as Schools are concerned, while the same principles of separate fund accounting and reporting should be followed, no provision is made in the Manual for the financial statements reflecting school activities. The main reason for this is that the Conferences on municipal statistics

Manual of Instructions

did not deal with the problem of financial statements of school authorities as responsibility in this regard lies mainly with the Provincial Departments of Education. The whole matter of educational statistics has, however, been the subject of separate conferences convened by the Bureau and it is anticipated that final action on the question of school financial statements will be taken in the near future. Another reason, however, is that there is no common basis or uniformity of practice in the financial administration of schools in relation to local municipal organizations; and this applies not only as between the several provinces but also within most of the provinces as well. In some instances school areas conform with municipal boundaries and the municipality levies and collects the school taxes and issues all debentures and effects other borrowings for and on behalf of local school authorities. In others, while the municipality may levy and collect the taxes, the local school authorities issue their own debentures and incur other debt direct; and in still other instances all financial administration, including the levy and collection of taxes, is carried out directly by the school authorities independently of the local municipality. In many of the latter instances, school areas do not conform to municipal boundaries. Thus, municipal reports generally would reflect only a small part of the financial administration of school authorities in organized areas, in addition to which there are, in some provinces, schools in unorganized areas which must also be taken into account.

However, where the local municipal authorities are responsible for reporting school finances, *separate* balance sheets and statements of revenue and expenditure, etc., should be included in the municipal report, on the basis prescribed for miscellaneous local authorities in pages 126 to 129 of the Manual.

Changes in Accounting and Reporting Procedure

It will be inferred from the foregoing remarks concerning separate *fund* reporting that the basis outlined in this Manual will naturally involve some changes in the accounting and reporting procedure now followed in many municipalities. Officials should keep this in mind in studying the financial statements and instructions relating thereto and endeavour to visualize the variation in practice, if any, which may be necessary in respect of each and every item. Particular attention should be given to inter-fund balances (i.e., amounts due from or to other funds, or local authorities) and care should be taken to see that these are in balance as between the different funds affected.

Other Financial and Statistical Statements

While the financial statements provided for in this text represent the basic requirements of the average municipal report, to the extent that such may be applicable, they by no means represent the maximum in that regard; on the contrary, they may be considered as minimum requirements. Additional schedules supporting balance sheet or revenue and expenditure accounts may also be included, depending on the requirements of interested parties and the desire of the officials to publish reports which will be as useful and informative as possible. Some additional statements recommended, the content of which would depend on the size and type of the municipality concerned, are as follows:

Introduction

1. Budget Operations—Estimated and Actual.
2. Sinking Fund and Other Investments:
 - (a) Book Value, Cost and Market Value.
 - (b) Sinking Fund Investments and Sinking Fund Debentures by years of maturity.
3. Cash Receipts and Payments (by funds).
4. Insurance Policies in force, including indemnity bonds on officials.
5. Municipal Employees (by funds):
 - (a) Number
 - (b) Salaries or Wages paid.

Also, many tables of a purely statistical nature may be included, in which regard there is shown in Appendix "C" of this volume the schedules of General Statistics which were adopted by the Dominion-Provincial Conferences on Municipal Statistics. The inclusion of any of these additional financial or statistical statements will considerably enhance the value of the published financial report.

Indexing Statements in Report

As balance sheets, surplus (deficit) accounts, and revenue (or income) and expenditure accounts constitute the principal financial statements in a report, it will be noted that these are referred to as "Exhibits", while the supplementary statements showing detail in support of items appearing in those statements are referred to as "Schedules". This is another step towards uniformity by which it may be possible to establish common usage of such reference terms. It will also be noted that designating letters (a), (b), etc., are used in conjunction with some of the *exhibits* and *schedules*, such as Exhibit II (a) on page 17, or Schedule 1 (a) on page 132. This is done because the statements in question do not apply to all municipalities; and one or all of these statements may be omitted from any report without disturbing the sequence of numbering of the other statements which are of general application.

Codification of Items

Reference should also be made to the fact that the various items are numbered independently in each statement. There is no intended correlation between items bearing the same numbers but appearing in different statements, although such may occasionally occur. The system of numbering items in the statements was employed mainly for the purpose of facilitating reference thereto, both in the Manual and elsewhere. It is intended, however, at some future date to give consideration to the development of a standard system of codification of assets, liabilities, revenues, and expenditures which may be adapted to the needs of any municipality.

Acknowledgments

In the course of preparing this Manual, many texts, reports, and forms devoted to similar or related matters were frequently referred to for both general and technical guidance; these comprised the following: publications of the Municipal Finance Officers Association on *Municipal Accounting*

Manual of Instructions

Statements and related subjects; publications of the National Association of Railroad and Utilities Commissioners on *Uniform Systems of Accounts for Water, Electric and Gas Utilities*; forms, reports, and instruction texts published by the Department of Commerce, Bureau of the Census, Washington; forms and reports of the several provinces on municipal and utility statistics; and forms and reports of the Dominion Bureau of Statistics. This wealth of reference material was extremely helpful and the use thereof is gratefully acknowledged.

FORM 1

COMBINED BALANCE SHEET

COMBINED BALANCE SHEET

Form 1

EXHIBIT I

As at..... (Day) (Month) 19.....

	Capital and Loan Funds (General Section) Exhibit II	Sinking Fund Exhibit II (b)	Trust, Reserve and Agency Funds Exhibit II (c)	Revenue Fund (General Section) Exhibit III	Public Utility Exhibit VI	Housing Exhibit IX (H)	Cemetery Exhibit IX (C)	Other Local Authorities Exhibit XII	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
ASSETS									
1. Cash.....	8	1	1	1	1 and 10	1	1	4	
2. Investments (Securities):—									
21. Unmatured.....		2	2	2	2 and 10				
22. Matured and Unpaid.....		6							
3. Accounts Receivable:	9 (91)	5 and 7		3 (31) 3 (32)	3	2 3	2	5	
31. Sundry.....				4					
32. Contracts (or mortgages).....				5					
33. Due from Other Municipalities..	6 and 9 (92)			6					
34. Due from Province.....	9 (93)			8					
35. Due from Dominion.....	9 (94)			9					
4. Taxes Receivable.....					10 (101)	4	3 4	1	
5. Properties Held for Sale.....	1 and 2								
6. General Fixed Assets.....									
7. Due from Other Funds or Local Authorities:									
71. Schools—For Debentures.....	3								
72. Schools—Other than for Debentures.....	10			7					
73. Other than Schools.....	4, 5, 7 and 10	3	3	7	4 and 11	5	5	2 and 6	
8. Other Assets: (Specify)									
81. Inventories.....				10	5				
82. Accrued Items.....		4		11	6				
83. Deferred and Prepaid Charges..					7				
84. Unamortized Discount.....	12				12				
85.....									
9. Deficits and/or Extraordinary Expenses Capitalized.....	13	9		13	14	7	7	8	
10. Deficit.....									
Total.....	\$	\$	\$	\$	\$	\$	\$	\$	\$

LIABILITIES												
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
1. Bank Overdraft.....												
2. Temporary Loans.....	4					1	1	1	1	1	6	
3. Accounts Payable:						2	2	2	2	2		
31. Sundry.....	5 (51)					3	3	3	3	3	7	
32. Debentures and Coupons Due....		2				4	4	4	4	4		
33. Due to Other Municipalities.....	2 and 5 (52)					5	5	5	5	5		
34. Due to Province.....						6	6	6	6	6		
35. Due to Dominion.....						7	7	7	7	7		
4. Debenture Debt.....	1									9 (92)		
5. Other Long-Term Indebtedness....	3									10		
6. Due to Other Funds or Local Authorities:												
61. Schools.....	6					8	8	8	8	8	1, 2 and 8	
62. Other than Schools.....	6	1 and 3				3	3	3	3	4 and 5	4 and 5	
7. Other Liabilities: (Specify)												
71. Accrued Items.....										5, 9 (91)		
72. Customers' Deposits.....						9	9	9	9	and 11		
73. Unamortized Premium.....										6		
74.	7									7		
75.										12		
8. Reserves for:												
81. Uncollectible Accounts Receivable.....												
82. Uncollectible Taxes and Interest Receivable.....												
83. Loss on Properties Held for Sale.						11 (111)	14 (141)	7 (71 and 72)	7 (71)	10 (101)		
84. Depreciation (General Fixed Assets).....	9 (91)					11 (112 and 113)	11 (114)	7 (73)				
85. Trust, Reserve and Agency Fund Balances.....							14 (142)		7 (72)	4 (41)		
86. Other Purposes.....	9 (92, etc.) 10	5	1			11 (115, etc.)	14 (145, etc.)	7 (74, etc.)	7 (73, etc.)	4 (42, etc.) 5	10 (102, etc.)	
9. Investment in Capital Assets:												
101. Capital Surplus.....										8 (81)		
										14 (143 and 144) and 15 (151)		
102. Unappropriated or Earned Surplus.....		6				12	15 (152)	8	8 (82)	11		
Total.....	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

COMBINED BALANCE SHEET

The purpose of this statement is to present in concise form the complete summarization of all assets, liabilities, reserves and surpluses of the municipal corporation including boards, commissions and other local authorities as well as all special functions or activities for which separate accounting is maintained, with the exception that balance sheet information of school authorities is excluded from this combined statement for the reasons outlined in the *introductory* remarks on page ix.

Also, the amounts in the "total" column to the right represent "Consolidated Balance Sheet" figures (excluding school authorities) by merely eliminating the total of item 73 of the assets and item 62 of the liabilities, which should be equal to each other.

The amounts appearing in the individual balance sheets should be entered in this statement according to the condensed classification of assets and liabilities set out to the left and totals for each item should be extended and entered in the extreme right hand column. In order to clarify the procedure in this regard, there is entered in each of the columns opposite the various asset and liability items, the number of the corresponding item or items appearing in the respective individual balance sheets. The only items which are not cross-indexed in this manner are those which would appear under the items "Other Assets" or "Other Liabilities" in each individual balance sheet. For the most part these would be entered under items 8 or 7 of the assets or liabilities respectively in this statement; but in some instances there may be amounts reported in this manner in the individual balance sheets which would be of the same nature as certain of the other items. It is therefore of utmost importance that the exact nature of all such assets and liabilities be clearly designated in the individual balance sheets so that they can be properly classified in the combined statement.

Attention is also drawn to item 7 of the assets and item 6 of the liabilities which refer to intra-municipal balances. Amounts due from and to schools are set out separately because the balance sheet information of school authorities is not provided for in the combined statement. The *totals* of all other accounts of this nature should be in exact agreement, i.e., the total of item 73 of the assets should agree with the total of item 62 of the liabilities.

While such a statement as this would normally appear as the first financial statement in the report, it can be prepared only after all of the individual balance sheets have been completed and are available for consolidation. For a thorough understanding of its application it should be carefully studied *again*, together with the accompanying explanations, after the remainder of the Manual has been given consideration.

FORM 2

CAPITAL AND LOAN FUNDS BALANCE SHEET
(General Section)

CAPITAL AND LOAN FUNDS BALANCE SHEET

(General Section)

As at..... (Day)

..... (Month)

..... 19.....

EXHIBIT II

ASSETS

1. General Fixed (Land, Buildings, Plant, Equipment, Streets, Sewers, Drainage, etc., including Local Improvements):
Schedule 1..... \$.....
Less: Reserve for Depreciation—9 (91).....

Net Total \$.....

2. Works in Progress.....

3. Due from Schools (For Debentures):

31. Elementary—
311. Public School..... \$.....
312. Continuation School.....
313. Separate School.....

Sub-Total \$.....

32. Secondary—High School and Collegiate.....
33. Technical or Vocational School.....
34.

Sub-Total.....

4. Due from Utilities (For Debentures):

41. Water Supply System.....
42. Electric Light and Power..... \$.....
43. Gas Supply System.....
44. Street Railway.....
45. Bus Lines.....
46. Telephone System.....
47. Central Heating.....
48. Ferries.....
49. Other: (Specify)
491. Airport.....
492.
493.

Sub-Total.....

5. Due from Institutional Services (For Debentures):

51. Housing..... \$.....
52. Cemeteries.....
53.

Sub-Total.....

LIABILITIES

1. Debenture Debt (Excluding Unsold Debentures): Schedule 2

11. General—
111. Capitalized Deficits..... \$.....
112. Direct (Unemployment) Relief.....
113. Hospitals.....
114. Libraries.....
115. Parks and Playgrounds.....
116. All Other General Debt.....

Sub-Total \$.....

12. Drainage (Other than General).....

13. Local Improvements—
131. Municipality's Share..... \$.....
132. Owners' Share.....

Sub-Total.....

14. Schools—

141. Elementary—
1411. Public School. \$.....
1412. Continuation School.....
1413. Separate School.....

Sub-Total \$.....

142. Secondary-High School and Collegiate.....

143. Technical or Vocational School.....

144.

Sub-Total.....

15. Public Utilities—

151. Water Supply System..... \$.....
152. Electric Light and Power.....
153. Gas Supply System.....
154. Street Railway.....
155. Bus Lines.....
156. Telephone System.....
157. Central Heating.....
158. Ferries.....
159. Other: (Specify)
1591. Airport.....
1592.
1593.

Sub-Total.....

6. Due from Other Municipalities for Debentures Assumed:
Schedule I (a)

7. Due from Sinking Fund for Retirement of Debentures:
Exhibit II (b)

8. Cash

9. Accounts Receivable:

91. Sundry

92. Due from Other Municipalities (Other than for Debentures)

93. Due from Province

94. Due from Dominion

Sub-Total

10. Due from Other Funds (Other than for Debentures): (Specify)

101.

102.

Sub-Total

11. Other Tangible Assets: (Specify)

110.

111.

Sub-Total

12. Unamortized Discount

13. Deficits and/or Extraordinary Expenses Consolidated:

131. Direct Relief

132. Revenue Deficits Capitalized

133. Extraordinary Expenses

Sub-Total

Total Assets

16. Institutional Services—

161. Housing

162. Cemeteries

163.

Sub-Total

2. Due to Other Municipalities for Debentures Assumed:
Schedule 4 (b)

3. Other Long-Term Indebtedness: (Specify)

31.

32.

Sub-Total

4. Temporary Loans

5. Accounts Payable:

51. Sundry

52. Due to Other Municipalities (Other than for Debentures)

53.

54.

Sub-Total

6. Due to Other Funds: (Specify)

61.

62.

Sub-Total

7. Unamortized Premium

8. Other Liabilities: (Specify)

81.

82.

Sub-Total

9. Reserves—Other than deducted from Assets: (Specify)

92.

93.

Sub-Total

10. Investment in Capital Assets

Total Liabilities

Guarantees or Contingent Liabilities

Detail shown in Exhibit II (a) (Form 3 on page 17).

CAPITAL AND LOAN FUNDS BALANCE SHEET

(General Section)

ASSETS

1. Fixed or permanent assets of the municipality, such as land, buildings, plant, equipment (including office furniture and public works equipment), parks, streets, bridges, subways, sewers and drains, other improvements (including local improvements), sewerage works, municipal drainage, etc. All such assets acquired through debenture issues, any part of which are still unmatured, should be shown at cost. Assets acquired through debenture issues which have matured or are fully repaid, and those acquired through revenue fund budget appropriations for capital expenditures, or through private donations or subsidies of other governments, should be shown at inventory or appraised value. Detail of this item is shown in Schedule 1 (Form 19 on page 130).

**General
Fixed**

Assets of schools, utilities and institutional services (housing and cemeteries) are not included here but should be shown in the respective balance sheets of each activity. Also, PROPERTY ACQUIRED FOR TAXES is not included in this item, as such is an asset of the revenue fund and should be shown accordingly in that balance sheet under item 9.

2. Expenditures on account of fixed or permanent assets which are in process of construction (uncompleted projects). These would include capital undertakings, the cost of which is being met or is to be met out of the proceeds from debenture issues, as well as those being acquired through revenue fund budget appropriations.

**Works in
Progress**

Do not include here expenditures or advances on account of capital undertakings of local authorities, such as schools, utilities or institutional services (housing and cemeteries); any such amounts provided out of capital and loan funds pending the issue of debentures would be reported under item 10, Due From Other Funds.

3. Amounts recoverable from school levies in respect of debentures unmatured which were issued by the municipality for or on behalf of school authorities. In other words, when debentures are issued by the municipality for school purposes the asset offsetting the debt so incurred should be reflected at an amount equal to the unmatured debenture debt, with the exception that when sinking fund debentures are issued the asset should be equal to the "Sinking Fund Debentures" less the "Reserve for Retirement of Sinking Fund Debentures", i.e., the original amount of the debt less the actuarial requirements of the sinking fund.

**Due from
Schools
(For Deben-
tures)**

The book value of the physical properties and other assets of school authorities, whether or not acquired through the issue of debentures by the municipality, should be kept in separate accounting records and reported accordingly in the school balance sheets.

**Due from
Utilities
(For Debentures)**

4. Amounts recoverable from utilities in respect of debentures unmatured which were issued by the municipality. In other words, when debentures are issued by the municipality for utility purposes the asset offsetting the debt so incurred should be reflected at an amount equal to the unmatured debenture debt, with the exception that when sinking fund debentures are issued the asset should be equal to the "Sinking Fund Debentures" less the "Reserve for Retirement of Sinking Fund Debentures", i.e., the original amount of the debt less the actuarial requirements of the sinking fund.

The book value of the physical properties and other assets of utilities, whether or not acquired through the issue of debentures by the municipality, should be kept in separate accounting records and reported accordingly in their respective balance sheets.

**Due from
Institutional
Services
(For Debentures)**

5. Amounts recoverable from Housing or Cemetery authorities in respect of debentures unmatured which were issued by the municipality. In other words, when debentures are issued by the municipality for such institutional services, the asset offsetting the debt so incurred should be reflected at an amount equal to the unmatured debenture debt, with the exception that when sinking fund debentures are issued the asset should be equal to the "Sinking Fund Debentures" less the "Reserve for Retirement of Sinking Fund Debentures", i.e., the original amount of the debt less the actuarial requirements of the sinking fund.

The book value of the physical properties and other assets of Housing or Cemetery authorities, whether or not acquired through the issue of debentures by the municipality, should be kept in separate accounting records and reported accordingly in their respective balance sheets.

**Due from
other Municipalities for
Debentures Assumed**

6. Amounts recoverable from other municipalities in respect of debentures unmatured. Other municipalities become liable for such amounts usually as a result of annexation of territory or the joint undertaking of capital works or improvements. This asset should be shown at an amount equal to the other municipalities' share of the unmatured debt assumed, unless sinking fund debentures were assumed, when the same principles would apply as explained previously in connection with items 3, 4, and 5. Detail of this item is shown in Schedule 1 (a) (Form 20 on Page 132).

**Due from
Sinking
Fund for
Retirement
of Debentures**

7. As the sinking fund assets, liabilities and reserves are to be reported in a separate balance sheet, Exhibit II (b) (Form 4 on page 19), this item represents the amount due from the sinking fund for retirement of debentures and should be equal to item 1 "Reserve for Retirement of Debentures", in the sinking fund balance sheet, which conversely is an amount due to the capital and loan funds. The credits offsetting this asset account are reflected in either items 3, 4, 5, 6 or 13 of the assets or item 9(91) of the liabilities, depending on the purpose for which the sinking fund debentures outstanding

were issued; reference to this fact is made in the instructions relating to each of these items.

8. The balance of cash on hand or deposit secured from: **Cash**
 borrowings on capital account, which would include debenture sales, temporary bank loans and borrowings from other funds; grants, subsidies, or contributions from other governments towards capital undertakings; or gifts and bequests from private sources which are to be expended for capital purposes. Also, include here the balance of proceeds from the sale of capital assets, the disposition of which has not been determined.

9. Amounts due and owing on open account from sundry **Accounts Receivable**
 persons, firms or corporations, and other governments in respect of work done on their behalf out of capital or loan funds; or for balances on account of commitments made towards sharing in the cost of capital undertakings. It is important that any such receivables be classified according to the detail set out in the balance sheet. Do not include here amounts due from other funds or from other local boards or commissions.

10. Amounts due from other funds of the municipality, **Due from other Funds**
 including local boards or commissions, for advances out of capital and loan funds other than for debentures as provided for by items 3, 4, and 5; or for services provided, including the use of materials, supplies or equipment. These would include expenditures or advances on account of capital undertakings of local authorities pending the issue of debentures, as referred to in item 2, Works in Progress. The name and amount owing by each other fund (or local authority) should be shown separately in the balance sheet; and care should be taken to see that the corresponding liabilities of the other funds are in agreement with the amounts shown here.

11. Assets of a current or liquid nature, other than those **Other Tangible Assets**
 specifically provided for, the exact nature of which should be clearly indicated in the balance sheet.

12. Discount on the sale of debentures, (i.e., the excess **Unamortized Discount**
 of the par value over the amount for which they are sold) which has not been amortized or otherwise provided for.

13. This item represents the asset of capital and loan **Deficits and/or Extra-ordinary Expenses Consolidated**
 funds offsetting any debenture debt incurred to provide funds to meet extraordinary expenses, or revenue fund deficits or expenses, such as direct relief, which normally are provided for out of yearly budget appropriations. In such cases there is no tangible or material asset acquired and the issuing of debentures merely provides means for the temporary financing of such obligations. Accordingly, such assets are to be reported at an amount equivalent to the unmatured debenture debt, with the exception that when sinking fund debentures are issued the asset should be equal to the "Sinking Fund Deben-

tures" less the "Reserve for Retirement of Sinking Fund Debentures", i.e., the original amount of the debt less the actuarial requirements of the sinking fund.

LIABILITIES

Debenture Debt

1. The gross amount of unmatured principal outstanding in respect of debentures issued by the municipality, including debentures issued for or on behalf of schools, utilities or other local authorities; but excluding any unsold debentures. Matured or past due instalments of debenture principal which have not been presented for payment or are in default, or payment of which has been deferred by agreement or otherwise, are *not* included here, as these are a liability of the revenue fund and should be reported in that balance sheet under item 4.

The debenture debt should be carefully subdivided according to the detail required by items 11 to 16 inclusive. For the most part this detail is self-explanatory. Debentures issued for *arenas, exhibitions or fairs* are to be reported as *general debt* under item 11(116), even though the annual debt charges thereon may be provided for wholly or in part from the operations of these enterprises. Also include in this item 11(116) any debentures issued to finance private enterprise, such as elevators or other businesses, even though the company has undertaken to reimburse the municipality for the annual debt charges.

Debentures issued for utility purposes should be reported under item 15, whether or not the operation and management of the utility is placed under a separate board or commission, or retained under the direct jurisdiction and control of council; and the same applies even though the annual debt charges on any utility debentures are provided by council, either wholly or in part, through tax levies. The classification of the debt is not based on the system of management or the method employed to provide funds to meet the annual debt charges. Also, in cases where one set of debentures has been issued covering two or more types of work, such as, sewers (general) and watermains (utility) the total amount outstanding should be divided proportionately so as to provide a correct classification of the debt; the portion relating to the former should be reported under item 11(116) and the latter portion under item 15(151). Detail of this item is shown in Schedule 2 (Form 21 on page 134).

Due to other Municipal- ities for Debentures Assumed

2. The amount of unmatured *principal* outstanding on account of debentures assumed from other municipalities as a result of annexation of territory or the joint undertaking of capital works or improvements. Detail of this item is shown in Schedule 4(b) (Form 26 on page 140).

Other Long-term Indebted- ness

3. Liabilities of Capital and Loan Funds, other than debentures or debentures assumed, which are not of a current or liquid nature, such as treasury bills and mortgages, or other liabilities payable under long-term contract or agreement.

Also show here amounts due to the Dominion Government for advances under the *Municipal Improvements Assistance Act, 1938*, including both the balance owing on account of loans in respect of completed projects, as well as interim advances on uncompleted projects.

4. Amounts owing on account of borrowings from banks or other sources for the purpose of temporary financing in connection with capital undertakings. Do not include any borrowings for relief or other current expenses even though such are to be funded by the issue of debentures; *these are revenue fund borrowings and are to be reported in the revenue fund balance sheet.*

**Temporary
Loans**

5. Amounts due and owing on open account to sundry persons, firms or corporations and other governments for services rendered, including labour, material, supplies or equipment, as well as contractors' progress estimates and expropriation claims or judgments arising from damage actions, in connection with capital undertakings. It is important that any amounts due to either the Dominion or Provincial Governments be shown separately, in addition to the detail set out in the balance sheet. Do not include here amounts due to other funds or to local boards or commissions.

**Accounts
Payable**

6. Amounts due to other funds of the municipality, including local boards or commissions, on account of advances for capital purposes in lieu of temporary borrowings from banks or other sources, or for services rendered, including the use of materials, supplies or equipment. The name and amount owing to each other fund (or local authority) should be shown separately in the balance sheet; and care should be taken to see that the corresponding assets of the other funds are in agreement with the amounts reported here.

**Due to other
Funds**

7. Premium on the sale of debentures, (i.e., the excess of the selling price over the par value) which has not been amortized or otherwise taken into credit.

**Unamortized
Premium**

8. Liabilities other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet.

**Other
Liabilities**

9. The balance of amounts credited to reserve account for depreciation against *general fixed assets*: Generally, such a reserve applies only to assets acquired through the issue of debentures, part of which are still unmatured, when it represents the total debenture principal matured unless the debentures were issued on the sinking fund plan, when it represents the *reserve for retirement of sinking fund debentures*. This reserve is shown in the balance sheet as a deduction from **GENERAL FIXED ASSETS**. (When the debentures have fully matured, the reserve is then transferred to the account, "Investment in Capital Assets").

**Reserve(s)
for:
Depreciation**

Other
Purposes

Reserves other than for depreciation against general fixed assets should be reported separately and the exact nature thereof clearly indicated.

Reserves for depreciation or other purposes of schools, utilities, institutional services or other local authorities are not included here but should be reported in the respective balance sheets of each activity.

Investment
in Capital
Assets

10. The excess of assets over liabilities and reserves of the Capital and Loan Funds. It represents the municipality's equity in capital assets, in this instance of the general section only, i.e., exclusive of schools, utilities, institutional services, and other local authorities.

GUARANTEES

As at 19...
(Day) (Month)

EXHIBIT II (a)

Name of Principal Debtor	By-law No.	Maturity Date	Rate of Interest	Original Amount of Debt	Principal Out- standing Dec. 31st, 19...	Amount of Pay- ments in Default by Debtor	Amount of Default Paid by Guarantor
(a) Other Municipal or School Corporations				\$.....	\$.....	\$.....	\$.....
.....			
.....			
.....			
.....			
Total				<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
(b) Private Corpora- tions, Companies or Persons				\$.....	\$.....	\$.....	\$.....
.....			
.....			
.....			
.....			
Total				<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
Grand Total				<u><u>\$.....</u></u>	<u><u>\$.....</u></u>	<u><u>\$.....</u></u>	<u><u>\$.....</u></u>

NOTE —Mark “X” opposite debts guaranteed as to principal only. Mark “Y” opposite debts guaranteed as to interest only. All other debts will be considered guaranteed as to both principal and interest.

Sinking Funds against Total of (a) Above (if any)..... \$.....
Sinking Funds against Total of (b) Above (if any)..... \$.....
Total Sinking Funds..... \$.....

REMARKS.—(Give explanations where necessary to assure a clear understanding in respect of any of above Guarantees. Also note here any other Indirect or Contingent Liabilities).

Explanatory Notes:

The purpose of this statement is to show the detail of indirect liabilities of the municipality. These exist principally in the form of “guarantees” of bonds, debentures, stock or other securities issued by other municipal or school corporations or by private corporations, companies or persons, but other indirect or contingent liabilities should also be included.

The columnar headings of the statement indicate the nature of the information required in respect of guarantees only, which should be divided between guarantees of debentures or other liabilities of other municipalities and school corporations (section (a)), and guarantees of liabilities of private corporations, companies or persons (section (b)). Guarantees as to *principal only* or *interest only* should be clearly identified according to instructions contained in the “note” at the foot of the statement. Sinking funds held by the issuing authority against principal guarantees should be ascertained and included in the statement by the reporting municipality. Other pertinent information in respect of any particular item or items should be noted under “Remarks” so as to assure a clear understanding of the exact nature of the guarantee.

Indirect or contingent liabilities other than guarantees should be detailed under “Remarks” at the foot of the statement.

FORM 4

SINKING FUND BALANCE SHEET

SINKING FUND BALANCE SHEET

As at 19....
(Day) (Month)

ASSETS

1. Cash.....	\$.....
2. Investments (Issued or Guaranteed by):	
21. Dominion Government.....	\$.....
22. Provincial Governments—	
221. British Columbia.....	\$.....
222. Alberta.....
223. Saskatchewan.....
224. Manitoba.....
225. Ontario.....
226. Quebec.....
227. New Brunswick.....
228. Nova Scotia.....
229. Prince Edward Island.....
	Sub-Total
23. Municipal Governments (excl. Own).....
24. Own Municipality.....
25. School Corporations.....
26. Others: (Specify)	
261.	\$.....
262.
	Sub-Total
	Sub-Total
3. Due from Other Funds: (Specify)	
31.	\$.....
32.
	Sub-Total
4. Accrued Interest.....
5. Interest Due and Unpaid on Investments Unmatured.....
6. Investments Matured and Unpaid.....
7. Interest Unpaid on Investments Matured.....
8. Other Assets: (Specify)	
81.	\$.....
82.
	Sub-Total
9. Deficit.....
Total Assets.....	
	\$.....

SINKING FUND BALANCE SHEET

As at.....19.....
Day (Month) EXHIBIT II(b)**LIABILITIES****1. Reserve for Retirement of Debentures** (Due to Capital and
Loan Funds, Exhibit II):

11. General.....	\$.....
12. Drainage (Other than General).....
13. Local Improvements.....
14. Schools.....
15. Public Utilities—	
151. Water Supply System.....	\$.....
152. Electric Light and Power.....
153. Gas Supply System.....
154. Street Railway.....
155. Bus Lines.....
156. Telephone System.....
157. Central Heating.....
158. Ferries.....
159. Other: (Specify)	
1591. Airport.....
1592.
1593.

Sub-Total

16. Institutional Services—

161. Housing.....	\$.....
162. Cemeteries.....
163.

Sub-Total

Sub-Total \$.....

2. Accounts Payable.....**3. Due to Other Funds:** (Specify)

31.	\$.....
32.

Sub-Total

4. Other Liabilities: (Specify)

41.	\$.....
42.

Sub-Total

5. Investment Reserve(s).....**6. Surplus**.....**Total Liabilities**.....\$.....

SINKING FUND BALANCE SHEET

ASSETS

1. The balance of cash on hand or deposit in the sinking fund which has not been invested. **Cash**

2. Bonds, debentures, stock or other securities in which monies deposited in the sinking fund have been invested; these should be classified according to the detail shown in the balance sheet. Securities guaranteed as to principal are to be classified as investments of the *guarantor* and not as investments of the issuing authority; i.e., bonds issued by a provincial government, the principal of which has been guaranteed by the Dominion Government, would be included as Dominion Government investments; or debentures issued by a municipality, the principal of which has been guaranteed by the Provincial Government would be included as a Provincial Government investment; and similarly with respect to securities guaranteed by either your own or other municipalities. **Investments**

Also, it should be noted that investments in debentures of your own municipality, which have been guaranteed by another municipality, would be included under item 23; and investments in debentures of other municipalities guaranteed by your own municipality would be included under item 24.

Investments issued or guaranteed by School Corporations (item 25) refer to bonds, debentures, stock or other securities of school authorities which have the right to incur debt in their own name independently of the municipal corporation in which they may be situated, such as debentures of school corporations in Quebec, Manitoba, and some of the other provinces, or of Separate Schools in Ontario. Thus, these should not be confused with debentures issued by municipal corporations for or on behalf of their local school authorities.

Investments in securities issued or guaranteed by other than government or school corporations (item 26) would include those of companies subsidized by the Dominion of Canada, as well as securities of Loan or Trust Companies, and other such authorized investments.

Investments should be shown at book value, which should be on a cost basis, with due effect given to the amortization of premiums or discounts, as the case may be.

Matured or past due securities are not to be included here but reported under item 6.

3. Amounts due from revenue or other funds of the municipality, which would consist principally of amounts due from revenue fund on account of periodic sinking fund deposit requirements but would also include amounts due on account of temporary advances to other funds out of deposits in the sinking fund. **Due from Other Funds**

The name and amount owing by each other fund (or local authority) should be shown separately in the balance sheet;

and care should be taken to see that the corresponding liabilities of the other funds are in agreement with the amounts included here.

**Accrued
Interest**

4. Interest earned during the fiscal period which is not due or payable until a date in the next succeeding fiscal period. In other words, this item represents the amount of interest accrued on investments unmatured for the period from the last interest due date to the close of the fiscal period.

Interest due and unpaid on investments unmatured is not to be included here but reported under item 5.

**Interest due
and Unpaid
on Invest-
ments Un-
matured**

5. Interest on investments unmatured which was due but unpaid at the close of the fiscal period.

**Investments
Matured and
Unpaid**

6. Investments due and payable (matured) in either the current or previous fiscal periods but which were not redeemed by the issuing authority as at the close of the current fiscal period. This may arise from non-presentation of securities for payment, the fact that the maturity date is too close to the end of the fiscal period to permit payment therein, or it may be due to default in payment of the securities by the issuing authority.

**Interest
Unpaid on
Investments
Matured**

7. Interest due and payable, but which was not paid, on investments unmatured reported under item 6.

Other Assets

8. Assets of the sinking fund other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Cash deposited with the province on sinking fund account or with a trust company (trust deposits) or with other depositaries should be included here and *not* under item 1.

Deficit

9. The amount by which the "reserve for retirement of debentures" and other liabilities, including investment reserve(s), exceed the assets of the sinking fund.

LIABILITIES

**Reserve for
Retirement
of Deben-
tures**

1. The amount of cash and other resources that *should be on hand* in the sinking fund as at the close of the fiscal period; in other words it is what is commonly known as the *actuarial requirements* of the fund in respect of sinking fund debentures outstanding. The total reserve should be carefully subdivided according to the different purposes for which the debentures were issued as shown by the classification set out in the balance sheet. This item actually represents the liability of the sinking fund to *capital and loan funds* for retirement of debentures issued on the sinking fund plan, and should be equal to item 7 of the assets in the Capital and Loan Funds Balance Sheet Exhibit II (Form 2 on page 7).

**Accounts
Payable**

2. Amounts due and owing which are payable out of cash or other resources of the sinking fund but *not* including any amounts owing to other funds of the municipality.

3. Amounts due to other funds of the municipality which would arise principally as a result of ordered withdrawals for revenue purposes not being paid over at the close of the fiscal period; temporary borrowings for the payment of matured sinking fund debentures pending the liquidation of securities held as investments on that account in the sinking fund; or as a result of the overpayment of revenue fund deposits into the sinking fund. **Due to Other Funds**

The name and amount owing to each other fund (or local authority) should be shown separately in the balance sheet; and care should be taken to see that the corresponding assets of the other funds are in agreement with the amounts included here.

4. Liabilities of the sinking fund other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. **Other Liabilities**

5. Amounts set aside out of surplus earnings of the sinking fund as a reserve against possible losses which may arise from the redemption or liquidation of investments or other assets of the sinking fund for an amount less than the book value. **Investment Reserve(s)**

6. The amount by which the assets exceed the "reserve for retirement of debentures" and other liabilities, including investment reserve(s), of the sinking fund. **Surplus**

Explanatory Note:

The Sinking Funds (Assets and Liabilities) herein referred to are to include only those relating to debentures issued by the municipal corporation itself. Sinking funds of school corporations or other bodies that issued their own debentures must not be included, even though the funds are held or administered by the municipal corporation. When this latter situation exists, the municipality merely acts as trustee or agent for and on behalf of the independent authority; accordingly the assets and liabilities of any sinking funds so held are to be included in the Trust, Reserve and Agency Fund Balance Sheet, Exhibit II (c) (Form 5 on page 26).

TRUST, RESERVE AND AGENCY FUNDS BALANCE SHEET

As at.....19...
(Day) (Month)

EXHIBIT II (c)

	Memorial or Endow- ment Trust Funds	Insurance Reserve Funds	Civic Pension Funds	Other (Specify)	Total All Funds
ASSETS					
1. Cash	\$.....	\$.....	\$.....	\$.....	\$.....
2. Investments:					
21. Dominion Government..	\$.....	\$.....	\$.....	\$.....	\$.....
22. Provincial Governments: (Specify)
221.
222.
223.
224.
225.
23. Municipal Governments (Excl. Own).....
24. Own Municipality.....
25. School Corporations.....
26. Others: (Specify)
261.
262.
Total Investments	\$.....	\$.....	\$.....	\$.....	\$.....
3. Due from Other Funds: (Specify)					
31.
32.
33.
4. Other Assets: (Specify)					
41.
42.
43.
Total Assets	\$.....	\$.....	\$.....	\$.....	\$.....
LIABILITIES					
1. Trust, Reserve or Agency Fund Balance	\$.....	\$.....	\$.....	\$.....	\$.....
2. Accounts Payable
3. Due to Other Funds: (Specify)					
31.
32.
33.
4. Other Liabilities: (Specify)					
41.
42.
43.
Total Liabilities	\$.....	\$.....	\$.....	\$.....	\$.....

TRUST, RESERVE AND AGENCY FUNDS BALANCE SHEET

This balance sheet is for reporting the financial position of all trust, reserve or agency funds in the hands of the municipal corporation. It is important that all such fund balances be reported separately and not included in the individual balance sheets of the local authorities which are charged with the custody and management of the funds.

TRUST FUNDS would include *Guaranty Deposits*, such as contractors' deposits or holdbacks; *Local Improvement (or other) Commutation Funds*; *Clergy Reserve Funds*; *Perpetual Care Funds*, as in respect of cemeteries or cemetery plots; *Memorial or other Endowment Funds* as to cemeteries, hospitals, libraries or parks, and other sundry trust or endowment funds as well as *Deposits in Trust*.

RESERVE FUNDS would include *Workmen's (or other) Compensation Reserve Funds*; *Insurance (public liability or other) Reserve Funds*; and *Special Depreciation Reserve Funds*.

AGENCY FUNDS would include *Civic Pension Funds*; *Police Pension or Benefit Funds*; *Firemen's Pension or Benefit Funds* and others of the same character.

If possible, each fund should be reported in a separate column in the balance sheet such as illustrated by the sample headings. Any consolidation of funds should be limited to those of a similar character.

ASSETS

1. The balance of cash on hand or on deposit in the trust, reserve or agency funds which has not been invested. **Cash**

2. Bonds, debentures, stock or other securities in which monies deposited in the trust, reserve or agency funds have been invested; these should be classified according to the detail shown in the balance sheet. The same procedure should be followed in this regard as in the case of classifying sinking fund investments. (See page 23 for detailed explanation). **Investments**

3. Amounts due from revenue or other funds of the municipality, which would consist principally of deposits due to either reserve or agency funds; but would also include amounts due on account of temporary advances to other funds out of trust, reserve or agency funds, as well as inter-fund balances between these funds. **Due from Other Funds**

The name and amount owing by each other fund (or local authority) should be shown separately in the balance sheet; and care should be taken to see that the corresponding liabilities of the other funds are in agreement with the amounts included here.

4. Assets of trust, reserve or agency funds other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Cash deposited with **Other Assets**

a trust company or other depositaries which are *trust* or *guaranteed* should be included here and *not* under item 1. Also include here such items as *Accrued Interest on Investments, Interest Due and Unpaid on Investments Unmatured, Investments Matured and Unpaid, and Interest Unpaid on Investments Matured*, all of which are explained on page 24 in relation to the sinking fund balance sheet.

LIABILITIES

**Trust,
Reserve
or Agency
Fund
Balance**

1. This represents the liability of each different fund in respect of the trust, reserve or agency created.

In the case of a *trust fund* arising from a *bequest, gift or endowment*, the fund balance would represent the amount of the original bequest(s), gift(s) or endowment(s) if the principal thereof is to be held intact; but if in addition to the earnings or income from the trust, the principal is also to be gradually expended, this account would then represent the reduced balance of the trust. *Commutation Funds* would fall within this latter category.

A *Deposit In Trust* usually bears interest until it is returned or applied in accordance with the intention or agreement at the time of making the deposit, in which case the fund balance represents the amount accumulated to the credit of the person or other authority from which the deposit was received.

A *Perpetual Care Fund* may be one of three different varieties, namely, a *fixed trust* where the principal remains intact, a *wasting trust* where the principal as well as the income is expendable, or what might be termed a *progressive or cumulative trust* which is one where the principal is added to from time to time as well as being expendable, such as in the case of a *Cemetery Perpetual Care Fund* where the proceeds from the sale of plots are to be held in trust for the care and maintenance of the cemetery. In these cases the fund balance would vary according to the nature of the trust.

The fund balance of a *reserve or agency fund* represents the amount accumulated to its credit unless it is established on an actuarial basis, when a "reserve" equal to the actuarial requirements would represent the fund balance. This may be the case in respect of some civic pension funds, in which event the difference between the assets of the fund and the reserve would represent a surplus or deficit and be shown accordingly under item 4 of either the assets or liabilities, as the case may be.

It is important that the fund balance be reported in accordance with the terms or conditions of the trust, reserve or agency created as outlined above and that amounts payable or commitments due in the fiscal period but unpaid at the close of the period be reported separately under item 2.

**Accounts
Payable**

2. Amounts due and owing which are payable out of the cash or other resources of the trust, reserve or agency funds, but *not* including any amounts owing to other funds of the municipality.

3. Amounts due to revenue or other funds of the municipality which would consist principally of amounts due on account of borrowings to meet either the provisions of a trust or amounts due and payable out of reserve or agency funds, pending the liquidation of securities held on that account; but would also include inter-fund balances between any trust, reserve or agency funds. **Due to Other Funds**

The name and amount owing to each other fund (or local authority) should be shown separately in the balance sheet; and care should be taken to see that the corresponding assets of the other funds are in agreement with the amounts included here.

4. Liabilities of trust, reserve or agency funds other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. **Other Liabilities**

FORM 6

REVENUE FUND BALANCE SHEET
(General Section)

REVENUE FUND BALANCE SHEET
(General Section)

As at.....19....
(Day) (Month)

ASSETS

1. Cash.....	\$.....
2. Investments.....
3. Accounts Receivable: (Specify)	
31. Sundry Accounts and Rents Receivable.....	\$.....
32. Agreements.....
33.
	Sub-Total \$.....
Less: Reserve for Uncollectible Accounts Receivable—11 (111).....
	Net Total
4. Due from Other Municipalities: (Specify)	
41. Debentures Assumed.....	\$.....
42.
43.
	Sub-Total
5. Due from Province: (Specify)	
51. Unemployment Relief.....	\$.....
52.
53.
	Sub-Total
6. Due from Dominion of Canada: (Specify)	
61.	\$.....
62.
	Sub-Total
7. Due from Local Boards and Commissions or Other Funds: (Specify)	
71.	\$.....
72.
73.
	Sub-Total
8. Taxes Receivable: Schedules 6 and 7	
81. Taxes (Principal only).....	\$.....
82. Interest or Penalties on Taxes Receivable.....
83. Tax Arrears Agreements.....
	Sub-Total \$.....
Less Reserves for—Uncollectible Taxes—11 (112).....	\$.....
Interest on Taxes Receivable—11 (113).....
	Sub-Total \$.....
	Net Total
9. Property Acquired for Taxes: Schedule 8	
91. Subject to Redemption.....	\$.....
92. Deeded to Municipality.....
	Sub-Total \$.....
Less: Reserve for Property Acquired for Taxes—11 (114).....
	Net Total
10. Inventories.....
11. Accrued Items: (Specify)	
111.	\$.....
112.
113.
	Sub-Total
12. Other Assets: (Specify)	
121.	\$.....
122.
123.
	Sub-Total
13. Deficit—Exhibit IV.....
Total Assets.....	\$.....

REVENUE FUND BALANCE SHEET
(General Section)

As at.....19.....
(Day) (Month)

EXHIBIT III

LIABILITIES

1. Bank Overdrafts.....	\$.....
2. Temporary Loans.....
3. Accounts Payable.....
4. Debentures and Coupons Due:	
41. Principal.....	\$.....
42. Interest.....
	Sub-Total
5. Due to Other Municipalities: (Specify)	
51. Debentures Assumed:	
511. Principal.....	\$.....
512. Interest.....
	Sub-Total \$.....
52.
53.
	Sub-Total
6. Due to Province: (Specify)	
61.	\$.....
62.
63.
	Sub-Total
7. Due to Dominion of Canada: (Specify)	
71.	\$.....
72.
	Sub-Total
8. Due to Local Boards and Commissions or Other Funds: (Specify)	
81.	\$.....
82.
83.
	Sub-Total
9. Accrued Items: (Specify)	
91.	\$.....
92.
93.
	Sub-Total
10. Other Liabilities: (Specify)	
101.	\$.....
102.
103.
	Sub-Total
11. Reserves—Other than Deducted from Assets: (Specify)	
115. For Uncollected Taxes.....	\$.....
116.
117.
	Sub-Total
12. Surplus—Exhibit IV.....

Total Liabilities.....	\$.....
Guarantees or Contingent Liabilities.....	\$.....
Detail Shown in Exhibit II(a) (Form 3 on Page 17).	

REVENUE FUND BALANCE SHEET

(General Section)

ASSETS

1. The balance of cash on hand or deposit in all general or special drawing or deposit accounts for banking transactions covering operations or other purposes relating to the revenue fund. Special accounts in which are deposited amounts to meet specific commitments out of revenue fund, such as for "debentures and coupons" should also be included as well as advances to or balances on hand in imprest and petty cash accounts. Only the net position of all such accounts should be shown, i.e., if an overdraft exists in one or more accounts and others have balances on deposit, only the excess of deposits over the overdrafts would be shown here. (If the overdrafts exceed the balances on deposit, the excess would be shown under item 1 of the liabilities). Outstanding cheques should also be included and not shown separately as a liability. **Cash**

2. Bonds, debentures, stock, or other securities purchased or acquired for the purpose of temporarily investing cash pending the need of the funds for the purposes for which originally intended. **Investments**

3. Amounts due and owing by sundry persons, firms or corporations, other than governmental bodies. Rents include amounts owing on account of rentals of municipally-owned property including that acquired for taxes. **Accounts Receivable**

Amounts receivable which are covered by special agreements providing for specific terms as to time and mode of payment, such as would arise from the sale of municipally-owned property when the purchase price is paid in instalments, should be shown separately as indicated in the balance sheet. Other amounts receivable, which are of a special character from the standpoint of security for repayment or liquidity of the account, should also be shown separately.

4. Amounts due and owing by other municipalities. It is important that any such receivables be shown separately and not included as ordinary accounts receivable under item 3. Amounts due on account of debentures assumed should be shown separately; these would represent *past due* payments of principal or interest. (The unmatured portion of any such debentures assumed would be shown under item 6 of the Capital and Loan Funds Balance Sheet, Exhibit II (Form 2 on page 7); (see explanation on page 12). **Due from Other Municipalities**

5. Amounts due and owing by the Provincial Government for *Unemployment Relief, Road or Highway subsidies*, or other purposes. It is important that any such receivables be shown separately and not included as ordinary accounts receivable under item 3. **Due from Province**

**Due from
Dominion of
Canada**

6. Amounts due and owing by the Dominion of Canada, such as for direct grants or subsidies for research enterprises or other purposes as well as for advances out of revenue funds in connection with Federal works or other projects. It is important that any such receivables be shown separately and not included as ordinary accounts receivable under item 3.

**Due from
Local Boards
and Com-
missions or
Other
Funds**

7. Amounts due and owing by local boards and commissions (or other local authorities), or other "funds" of the municipality for advances out of revenue funds or for services provided, including the use of materials, supplies, or equipment. These would include any amounts due revenue fund by *Capital and Loan Funds, Sinking Fund, and Trust, Reserve or Agency Funds*, as well as amounts due by *School Boards, Water Supply Systems, Hydro-Electric Systems* or other utilities, *Housing enterprises and Cemetery Boards*; and all other local activities for which separate balance sheets would be prepared as a result of independent accounting records being maintained, such as for *hospitals, libraries, parks, etc., and working capital funds*.

Amounts due from sinking fund would include ordered withdrawals therefrom for revenue purposes not paid over at the close of the fiscal period; temporary advances for the payment of matured sinking fund debentures pending the liquidation of securities held as investments on that account in the sinking fund; and overpayments of deposits into the sinking fund.

The name and amount owing by each other fund, local authority or activity should be shown separately in the balance sheet; and care should be taken to see that the liabilities of the other funds, etc., are in agreement with the amounts shown here.

While reference has been made to boards and commissions (i.e., bodies duly constituted under statutory authority such as a school board, or board of school trustees, hydro-electric commission or board of water commissioners) it also applies in each instance to such activities, even though the administration and management is not under the jurisdiction and control of an independent board or commission, as the case may be. For instance, a water supply system not constituted as a utility commission under statutory authority, but managed and operated under the direct jurisdiction and control of council, would still fall within this category from the standpoint of reporting amounts due the revenue fund of the municipality. This is essential for purposes of uniformity.

**Taxes
Receivable**

8. The total amount of unpaid taxes levied by the municipality, including interest and/or penalties accrued thereon; these would include *current taxes, tax arrears* (unpaid taxes other than those of the current year), and amounts outstanding under *agreements* that have been entered into for the *consolidation of tax arrears*. Interest or penalties would include those which, *by statute, are required to be added* as well as other

penalties that *may be added by by-law* of the municipality; wherever possible these should be shown separately from the principal amount of taxes outstanding as indicated by the detail in the balance sheet. Also show separately amounts outstanding under tax consolidations (tax arrears agreements). Detail of this item is shown in Schedules 6 and 7 (Forms 28 and 29 on pages 144 and 146).

9. The book value of properties acquired or purchased by the municipality at land tax sales for arrears of taxes, or by tax certificate registration, or other procedure for the same purpose. Properties which are still *subject to redemption* by the former owners or other interested parties should be shown separately from those for which the period of redemption has expired and title is *vested in the name of the municipality*, as indicated in the balance sheet. All properties in the latter category should be reported accordingly even though the tax title deeds have not actually been executed or registered by the municipality. Detail of this item is shown in Schedule 8 (Form 30 on page 146).

**Property
Acquired for
Taxes**

When such properties are sold on the instalment plan the profit or loss on the sale should be written off and the amount owing by the purchaser transferred to item 3, *Accounts Receivable*. (The practice of applying the instalment payments against the book value until the purchase price is paid in full should not be followed except in those provinces where the legal requirements respecting such sales make it necessary that this be done.)

10. The inventory value of consumable goods or supplies on hand.

Inventories

11. Revenues earned but not yet due such as accrued interest on investments or accrued rentals. The exact nature of any such accrued items should be clearly indicated in the balance sheet.

**Accrued
Items**

12. Assets of the revenue fund other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. For instance the balance of "Tax Sale Account" at the end of the fiscal period, detail of which is shown in Schedule 9 (Form 31 on page 148), would be included here, as well as "Deferred Charges" such as unexpired insurance premiums, relief expenditures *to be funded* or others of a similar character. Care should be exercised, however, to see that no asset is shown here which should properly be shown under any of the other items.

Other Assets

13. The amount by which the liabilities and reserves of the revenue fund (general section) exceed the assets.

Deficit

LIABILITIES

1. The amount by which the bank account(s) for transactions covering operations or other purposes relating to the revenue fund, are overdrawn; provided, however, that only

**Bank
Overdrafts**

the net position of all such accounts should be shown, as explained on page 35 in connection with item 1 of the assets.

**Temporary
Loans**

2. Amounts owing on account of borrowings from banks or other sources for the purpose of temporary financing pending the collection of taxes or other revenues. Include borrowings to meet current relief expenditures pending receipt of government grants-in-aid; or if any portion of current relief expenditures are to be funded, also include borrowings on that account pending the issue of debentures.

**Accounts
Payable**

3. Amounts due and owing on open account to sundry persons, firms or corporations, other than governmental bodies. Include all accounts covering expenditures during the current or previous fiscal periods which had not been paid at the close of the current fiscal period.

**Debentures
and
Coupons
Due**

4. The amount of debenture principal and/or interest coupons which were past due but unpaid at the close of the fiscal period. Normally these are outstanding due to non-presentation for payment or the fact that the due date is too close to the end of the fiscal period to permit payment to be made therein; but any maturities (principal or interest) in default, or payment of which has been deferred by agreement or otherwise, should also be included. Do not include here accrued interest on outstanding debentures; if it is the practice to accrue debenture interest such should be shown under item 9. Also, do not show here any debenture principal or interest pre-levies (i.e., levies made in the current fiscal period on account of debenture maturities (principal or interest) which are not due and payable until a date in the following fiscal period); such should be shown under item 10.

Amounts owing on account of debentures or coupons redeemed by the Province as guarantor should be shown as a liability "Due to Province" under item 6; and the same procedure should be followed with respect to guaranteed debentures or coupons redeemed by other guarantors.

**Due to
Other Muni-
cipalities**

5. Amounts due and owing to other municipalities. It is important that any such payables be shown separately and not included as ordinary accounts payable under item 3. Amounts owing on account of past due payments of principal or interest in respect of debentures assumed should be shown separately. (The unmatured portion of any such debentures assumed would be shown under item 2 of the Capital and Loan Funds Balance Sheet, Exhibit II (Form 2 on page 7); (see explanation on page 14).

**Due to
Province**

6. Amounts due and owing to the Provincial Government, such as for the implementation of guaranteed bank loans, debentures or interest coupons or for other advances. It is important that any such liabilities be shown separately and not included as ordinary accounts payable under item 3.

**Due to
Dominion of
Canada**

7. Amounts due and owing to the Dominion of Canada such as for deductions from payrolls for national defence tax

or for other purposes. It is important that any such liabilities be shown separately and not included as ordinary accounts payable under item 3.

8. Amounts due and owing to local boards and commissions (or other local authorities) or other "funds" of the municipality on account of borrowings for revenue fund purposes, or for services provided including the use of materials, supplies or equipment, as well as for other purposes, such as amounts due to sinking fund on account of annual sinking fund requirements.

**Due to
Local Boards
and Com-
missions
or Other
Funds**

These would include any amounts due by revenue fund to *Capital and Loan Funds, Sinking Fund and Trust, Reserve or Agency Funds*, as well as amounts due to *School Boards, Water Supply Systems, Hydro-Electric Systems* or other utilities, *Housing enterprises and Cemetery Boards*; and all other local authorities for which separate balance sheets would be prepared as a result of independent accounting records being maintained, such as for *hospitals, libraries, parks, etc.*, and *working capital funds*.

The name and amount owing to each other fund, local authority or activity should be shown separately in the balance sheet; and care should be taken to see that the assets of the other funds are in agreement with the amounts shown here.

9. Amounts representing expenditures of the current fiscal period but which are not due and payable in the fiscal period such as accrued interest on temporary loans or other notes payable. Also include here accrued interest on outstanding debentures, if such a practice is followed. The exact nature of each item should be clearly indicated in the balance sheet.

**Accrued
Items**

10. Liabilities of the revenue fund other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. For instance, if it is the practice to provide in the yearly tax levies for debenture maturities, principal or interest, in advance of their due date (i.e. levy in one year for maturities due in the next, or following years) the liability reflecting such "pre-levies" would be reported under this item as "Deferred Revenue-Debenture Levies in Advance of Maturity". Also include here other prepaid or deferred revenues as well as the unexpended balance of levies against "special areas" of the municipality; the latter may arise from the fact that certain services such as garbage, sewerage, police or fire protection, etc., are provided only in limited areas of the municipality, and the costs or expenditures are kept separate and levied against the specific area benefited. The levies in such instances very rarely, if ever, exactly equal the expenditures so that there is usually a balance carried over from year to year. Credit balances on account of such levies would thus be shown here; and debit balances shown under the corresponding item 12 of the assets.

**Other
Liabilities**

Reserves for:

Uncollectible
Accounts
Receivable

Uncollectible
Taxes

Property
Acquired for
Taxes

Interest
on Taxes
Receivable

Other
Purposes

11. The balance of amounts provided as reserves for losses due to the inability to collect or realize the full book value of revenue fund assets, or for other purposes relating to revenue fund operations. For the most part these would consist of *Reserve for Uncollectible Accounts Receivable*, *Reserve for Uncollectible Taxes Receivable* and *Reserve for Property Acquired for Taxes*, each of which should be kept separate and deducted from the relative assets to which they apply as indicated in the balance sheet. (It will be noted that the reserve against taxes receivable is shown in two parts—*reserve for uncollectible taxes* and *reserve for interest on taxes receivable*—to conform with the segregation of taxes (principal) outstanding from interest or penalties thereon). Other reserves should also be kept separate and the exact nature or purpose of each clearly indicated in the balance sheet.

In Ontario, some municipalities may have a *reserve for uncollected taxes*. This differs from a reserve for uncollectible taxes in that it is based on the amount of taxes, which although collectible, may not be collected during the year in which levied. It is thus in effect a “financing” reserve and should be kept separate from others relating to taxes receivable.

Surplus

12. The amount by which the assets of the revenue fund (general section) exceed the liabilities and reserves.

FORM 7

REVENUE FUND SURPLUS (DEFICIT) ACCOUNT
(General Section)

REVENUE FUND SURPLUS (DEFICIT) ACCOUNT

(General Section)

For the Fiscal Year ended.....19... EXHIBIT IV
(Day) (Month)

	Debit	Credit	Balance
1. Balance of Surplus (or Deficit) at Beginning of Year..	\$.....	\$.....	
2. Surplus or Deficit included in Current Budget— Transferred to Revenue and Expenditure Account, Exhibit V.....			\$.....
3. Adjustments Affecting Operations of Previous Years: (Specify)			
4. Balance after Above Adjustments.....			\$.....
5. Other Transactions Affecting Surplus: (Specify)			
6. Surplus or Deficit for Year Under Review—Brought Forward from Revenue and Expenditure Account, Exhibit V.....			
7. Amount of Unemployment Relief to be Funded.....			
8. Balance of Surplus or Deficit at End of Year—Carried Forward to Revenue Fund Balance Sheet, Exhibit III			\$.....
9. Totals of Debit and Credit Columns.....	\$.....	\$.....	

REVENUE FUND SURPLUS (DEFICIT) ACCOUNT

(General Section)

The purpose of this statement is to show the changes during the fiscal year in the revenue fund surplus (or deficit); thus it actually represents an analysis, in condensed form, of the general ledger account.

1. The balance of the account at the beginning of the year, the amount of which would be shown in *either* the debit or credit column, as the case may be.

2. The portion of the surplus or deficit from previous years actually taken into the current year's budget, which would be shown either as a debit or credit, respectively, as the case may be. The amount shown here should agree with that shown under items 14 or 16 of the revenues or expenditures, respectively, in Exhibit V (Form 8 on page 45).

Also, opposite this item extend the balance of the account.

3. Adjustments directly affecting operations of previous years are to be shown under this item. Such may arise from underestimating or overestimating accounts receivable or payable in setting them up at the close of the year or from failure to provide for certain outstanding accounts or other unpaid commitments. Only the net result of entries of a similar character should be shown; thus if there were two adjustments relating to accounts receivable, one arising from underestimating the amount (a credit to the account) and the other arising from overestimating the amount (a debit to the account), only the net difference between the two should be shown. The same treatment should be accorded other adjusting entries or transactions relating to operations of previous years.

4. Extend the balance of the account after giving effect to the adjustments shown under item 3.

5. Transactions affecting surplus, other than adjustments relating to operations of previous years or transfers to current budget, which should be summarized according to character and *only the net result of similar transactions* shown in the statement. These may be widely varied in character, such as transfers to or from reserve accounts, profits or losses on sale of property acquired for taxes, transfers to or from sinking fund (if such is permitted by law), inventory write-offs or adjustments and other write-offs or adjustments relating to balance sheet accounts.

6. The Surplus (credit) or Deficit (debit) for the current fiscal year. The amount shown here should agree with either item 18 of the expenditure section or item 16 of the revenue section, respectively, as shown in Exhibit V (Form 8 on page 45).

7. The amount of the adjustment (credit) to set up the deferred charge in respect of any unemployment relief expenditures for the current fiscal year which are to be funded. In other words, revenues and expenditures in respect of unemployment relief are to be reported "gross" in the Revenue and Expenditure Account, so that the entry setting up the deferred charge at the close of the year would be credited to surplus account.

8. The balance of the account at the close of the year should be extended opposite this item; and in addition entered in either the debit or credit column as the case may be, so as to bring the totals of each into agreement. This balance should agree with the amount shown under item 13 of the assets or item 12 of the liabilities, as the case may be, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

FORM 8

REVENUE AND EXPENDITURE ACCOUNT

(General Section)

REVENUE AND EXPENDITURE ACCOUNT
(General Section)

For the Fiscal Year ended.....19....
(Day) (Month)

REVENUE

1. Taxation:

11. Municipal Purposes (excluding School Taxes)—

111. Real Property:

1111. Land..... \$.....
1112. Improvements (Buildings, etc.).....
1113. Local Improvements (Property Owners'
Share).....

Sub-Total \$.....

112. Personal.....
113. Business.....
114. Income.....
115. Poll.....
116. Amusement (Municipality's Share).....
117. Sales.....
118. Household and Tenant.....
119. Other: (Specify)
1191.....
1192.....

Sub-Total \$.....

12. School Purposes—

121. Elementary—Public, Continuation and Separate School.... \$.....
122. Secondary—High School and Collegiate.....
123. Technical or Vocational School.....
124. Other: (Specify)
1241.....
1242.....

Sub-Total

Sub-Total \$.....

2. Licences and Permits:

21. Professional and Business..... \$.....
22. Other.....

Sub-Total

3. Rents, Concessions and Franchises.....

4. Law Enforcement.....

5. Investment Earnings.....

6. Service Charges.....

7. Recreation and Community Services:

71. Recreation Services..... \$.....
72. Community Services.....

Sub-Total

8. Grants and Subsidies from Other Governments:

81. Dominion..... \$.....
82. Provincial (Excluding Relief).....
83. Provincial—Unemployment Relief.....
84. Other Municipalities.....

Sub-Total

9. Debenture Debt Charges Recoverable: Schedule 10.....

10. Miscellaneous (N.O.P.).....

11. Public Utilities (Surplus Taken into Revenue).....

12. Institutional Services (Surplus Taken into Revenue).....

13. Total Revenue.....

\$.....

14. Surplus from Previous Years (If used)—transferred from Surplus (Deficit) Account—
Exhibit IV.....

15. Total.....

\$.....

16. Deficit for Year (Excess of Expenditure over Revenue)—Carried forward to Surplus
(Deficit) Account—Exhibit IV.....

17. Grand Total Revenue Section.....

\$.....

REVENUE AND EXPENDITURE ACCOUNT

(General Section)

Form 8
(cont'd)

For the Fiscal Year ended.....19....
(Day) (Month)

EXHIBIT V

EXPENDITURE	
1. General Government:	
11. Executive and Legislative.....	\$.....
12. Administrative.....
13. Other General Government Expenditures.....
	Sub-Total \$.....
2. Protection to Persons and Property:	
21. Fire Protection.....	\$.....
22. Police Protection.....
23. Law Enforcement.....
24. Protective Inspection.....
25. Street Lighting.....
26. Destruction of Pests.....
27. Other Protection: (Specify).....
271.
272.
	Sub-Total
3. Public Works.....	
4. Sanitation and Waste Removal.....	
5. Conservation of Health.....	
6. Public Welfare:	
61. Unemployment Relief.....	\$.....
62. Charity and Miscellaneous Welfare.....
63. Child Welfare.....
64. Hospitalization and Medical Services.....
65. Disaster Emergencies.....
66. Other: (Specify).....
661.
662.
	Sub-Total
7. Education:	
71. Elementary:	
711. Public School.....	\$.....
712. Continuation School.....
713. Separate School.....
72. Secondary—High School and Collegiate.....
73. Technical or Vocational School.....
74. Other: (Specify).....
	Sub-Total
8. Recreation and Community Services:	
81. Recreation Services.....	\$.....
82. Community Services.....
	Sub-Total
9. Debt Charges:	
91. Debenture Debt Charges: Schedule 11.....	\$.....
92. Temporary Debt Charges.....
93. Discount on Taxes.....
	Sub-Total
10. Public Utilities (Deficits Provided).....	
11. Institutional Services (Deficits Provided).....	
12. Municipal Levy for Utilities and Institutional Services: (Exclusive of Deficits)	
121. Public Utilities.....	\$.....
122. Institutional Services.....
	Sub-Total
13. Capital Expenditure Provided Out of Revenue: Schedule 12.....	
14. Joint or Special Expenditures (N.O.P.): (Specify)	
141.	\$.....
142.
143.
	Sub-Total
15. Total Expenditure.....	\$.....
16. Deficits from Previous Years (If any)—Transferred from Surplus (Deficit) Account—Exhibit IV.....
17. Total.....	\$.....
18. Surplus for Year (Excess of Revenue over Expenditure)—Carried forward to Surplus (Deficit) Account—Exhibit IV.....
19. Grand Total Expenditure Section.....	\$.....

REVENUE AND EXPENDITURE ACCOUNT

(General Section)

This statement should not be confused with a statement of "receipts and payments (or disbursements)" which is merely a summary of cash received and paid out during a given period. A statement of revenue and expenditure includes all revenues for or applicable to a given period (whether or not actually received in cash) and only those expenditures incurred in earning that revenue or which are to be paid out of same (whether or not actually paid for in cash). Thus the revenues of a municipality for any one year consist of the amounts received or receivable from the imposition of taxes, rates or other charges and from miscellaneous sources; and expenditures for any one year consist of the amounts paid or to be paid in respect of the cost of services to be met out of or by the aforementioned taxes, rates and other revenue from miscellaneous sources. Assets or liabilities of previous years which may be included in the current year's budget are *not* revenues or expenditures but represent "surplus" or "deficit" provided for and should be reported accordingly in the revenue and expenditure statement.

Normally, all revenues and expenditures are to be shown gross; exceptions to this rule infrequently occur, however, and in such cases specific reference is made herein to the contrary.

It should be noted that this is only a summarized or condensed statement of revenues and expenditures. The detail to be included in each of the principal items is, however, referred to in the following explanations.

REVENUE

1. It will be noted from the explanations which follow, **Taxation** subject to the exceptions dealt with in Appendix "A" as referred to in the next following paragraph, that taxation revenue is to include not only the total of taxes imposed or levied on the basis of assessed valuations of real or personal property and income, which amounts generally constitute the total of the yearly tax roll, but also other forms or types of taxes which are based on factors other than assessed valuations and which may or may not form part of the yearly tax roll. For instance, real property, personal, and income taxes are taxes based on assessed valuations and form part of the yearly tax roll; yet levies for *Local Improvements—Property Owners' Share* (also known and referred to in some provinces as "special assessments") although forming part of the yearly tax roll are not based on assessed valuations but are direct charges against benefiting properties based on frontage. Similarly, in the case of Household and/or Tenant Taxes, which, although not always based on assessed valuations but sometimes on rental values, usually form part of the yearly tax roll; and Poll Tax, which is usually based on capitation and may or may not form part of the tax roll.

Special
Taxes for
Provincial
Govern-
ments, etc.

Certain special forms or types of taxes are levied by many local municipalities which are also based mostly on assessed valuations but sometimes on other factors and yet such do not represent taxation revenue for either municipal or school purposes from the standpoint of the local municipality. These are dealt with separately in Appendix "A" to which reference should be made at this time in order to properly determine the disposition of the total taxes either generally or specially rated in any one year.

While other charges may appear on the yearly tax roll such are generally placed thereon for collection and would be credited direct to accounts receivable or to liability accounts or reported under other revenue accounts and would not form part of taxation revenue. An illustration of the foregoing would be: charges for weed cutting on private property—a credit to accounts receivable; utility rates arrears placed on the roll for collection—a credit to the utility account; dog taxes or licence fees—a credit to licences and permits (item 2); area-way charges or encroachment privilege fees—also a credit to licences and permits (item 2). Also, included in this same category would be amounts sometimes appearing on the tax roll which represent service charges (a credit to item 6) covering the cost of such services as garbage collection, street flushing, snow removal, street watering or oiling, when they are not provided generally throughout the municipality. The charge for such services is usually based on *frontage* of the properties concerned, except in the case of garbage collection, when a flat rate or fixed charge is usually made; however, as many variations in practice occur in the method of providing for the cost of these services, careful consideration should be given as to whether such should be reported as *taxation revenue* or revenue from *service charges*, the principal determining factors being the basis of the charge and the extent to which it applies to all ratepayers in the municipality.

Subject to the foregoing the total tax levy should be segregated as between taxes levied for *municipal purposes* and taxes levied for and on behalf of *local school authorities*. Rebates, remissions or write-offs of taxes levied for the current year should be applied against the original charge and only the *net* amount included as taxation revenue; this applies also to direct charges, such as for local improvements or water frontage rates, against properties owned by the municipality, so that only the *net charges* to private property owners is shown as a revenue. (Discounts on taxes, either for prompt payment or prepayment are, however, *not* to be treated in like manner but should be shown as an expenditure under item 9 (93).)

Municipal
Purposes

Taxation for municipal purposes should be further apportioned according to the basis of the tax as follows:

Real Property, which includes that portion of the total taxes imposed or levied upon the assessed valuation of land and buildings or other improvements on or to the land, as well as *Local Improvements—Property Owners' Share*, being

the total of direct charges placed on the roll against the owners of property benefiting from the improvements. (In some Quebec municipalities these are known and referred to as "special assessments"). The latter applies to the owners' share of the annual debt charges (principal or sinking fund instalment and interest) on debentures issued for local improvements; but in the case of Ontario, also include as such, levies under the Tile Drainage Act for debentures as well as levies for either debentures or maintenance under the Municipal Drainage Act. Also include in this same item, *Water Frontage Rates* included in the yearly tax roll; as a rule these are levied only against properties for which water service is available but not being used, such as vacant properties abutting on streets or areas serviced with watermains.

Personal—The portion of the total taxes imposed or levied upon the assessed valuation of personal property such as stock-in-trade, movable machinery and tools, livestock, furniture and fixtures, personal and other household effects and other chattels; but not including income.

Business—The portion of the total taxes imposed or levied upon the assessed valuation of business enterprises, including professional, commercial, industrial, etc. It should be noted that such business assessed valuation may be based either upon the assessed valuation or the rental value of the property concerned or on the area or storage capacity of the premises occupied. Business licences, however, should not be included here but shown under item 2.

Income—The portion of the total taxes imposed or levied upon the assessed valuation of income, including that of individuals as well as professional, commercial, industrial and other business enterprises. This applies to those municipalities which in their own right impose an income tax in addition to that which may be imposed by either or both the Dominion and Provincial Governments.

Poll—A capitation or head tax imposed by municipalities in some provinces usually against male inhabitants only within certain prescribed limitations, but sometimes including females.

Amusement (*Municipality's share*)—A tax imposed on admissions to certain prescribed forms of amusement. In the Province of Saskatchewan some municipalities levy such a tax direct. In the Province of Quebec the tax is imposed by provincial statute but collected by the municipalities, part retained by them and the remainder paid over to the Province. Only the municipalities' share of such tax revenue is to be shown here.

Sales—The revenue derived from the imposition of a tax on sales of goods or commodities.

Household and/or Tenant—The revenue derived from the imposition of any special tax or rate against householders (owners or tenants); it may be based on a percentage of the assessed valuation and applicable to all householders or based on the rental value and applicable only to tenants.

Other—Revenues from the imposition of special forms or types of taxes other than those specifically provided for, the exact nature of which should be clearly indicated in the revenue statement, such as *Mineral* and *Timber* taxes in Alberta.

School
Purposes

Taxes levied for elementary, secondary, and technical or vocational schools should be shown separately wherever such a division of educational activities is maintained. This applies only to those municipalities which levy and collect school taxes for and on behalf of local school authorities; tax revenue levied and collected by school authorities direct is *not* to be included.

Do not include as taxation revenue for school purposes amounts provided by the municipality for tuition fees, grants payable to school authorities such as township school grants in Ontario, amounts provided for educational purposes by counties in New Brunswick and Ontario, and amounts provided by cities, towns and county municipalities in Nova Scotia for the Municipal School Fund; these are municipal contributions towards the support of educational institutions and as such should be included in the *municipal* levy.

Licences
and Permits

2. Revenue derived from licensing *Professional and Business* activities should be shown separately from *Other* licence or permit revenue.

Professional licences are those applying to individuals or firms engaged in specialized professional activities, trades or occupations; these would include accountants or auditors, auctioneers, brokers and agents, contractors, elevator operators, engineers, lawyers, motion picture operators, photographers and photographic studios, repairmen and skilled craftsmen as well as carpenters, lathers, masons, plasterers, plumbers and other skilled labourers.

Business licences are those applying to manufacturers, wholesalers, retailers, shopkeepers or storekeepers and other merchandising concerns, which may be further classified as follows:

<i>Beverage Licences</i>	Grocery Stores
Alcoholic or	Hotels
Non-alcoholic	Hospitals
<i>Health Licences</i>	Restaurants
Barber Shops	Etc.
Bath Houses	<i>Manufacturing Licences</i>
Bakeries	Abattoirs
Butchers or Meat Dealers	Meat Packers
Dairies or Milk Dealers	Etc.

Protective Licences

Garages
 Gas Stations
 Parking Lots
 Pawn Shops
 Pedlars and Vendors
 Second Hand Stores or
 Junk Dealers
 Explosives or Firearms (but
 not the use thereof)
 Etc.

Merchandising Licences

Chain, Clothing, Department
 and Drygoods Stores
 Manufacturers' Agents or
 Commission Merchants
 Newsdealers
 Etc.

In most instances businesses are licensed primarily for regulation with the revenue incidental to the regulation but in some provinces they are licensed primarily for revenue (in lieu of business tax as referred to under item 1 above) with the regulation incidental thereto. Irrespective of the foregoing, the revenue derived from all such business licences should be included here.

Other licences or permits would include, in addition to any miscellaneous revenue therefrom not specifically referred to:

Amusement—Licences issued for places of amusement or for amusement activities or events, such as,—amusement or athletic parks, circuses, dance halls, golf courses, pool and billiard rooms, carnivals or street fairs, theatres and halls or other places in which games or other amusements may be held.

Vehicles—Licences issued for motor vehicles, bicycles wagons, carriages.

Animals—Licences or tags issued in respect of dogs, cats or other animals. In some instances the licensing of dogs is referred to as "dog tax" but notwithstanding such a categorical or statutory reference, the revenue derived therefrom should be included here.

Building Permits—Structural permits covering buildings or additions thereto as well as plumbing and wiring permits, etc.

Billboard, blasting, excavating or wrecking privileges, parking meter fees, permits for overhanging signs, stands, platforms, and other street privileges.

Also include in this category revenue from building encroachments or areaway charges, which may or may not be imposed or collected through the medium of the tax roll.

NOTE: *Usually a document called a licence or permit is issued as evidence of permission being granted to carry on the business or exercise any of the privileges for which the fee is paid, but the fact that this may not be done should not alter the classification or reporting of such revenues according to the above.*

3. This item would include, in addition to any miscellaneous revenue therefrom not specifically referred to:

Sundry Rentals—Revenue derived from the private occupancy or use of municipally-owned property such as for rent of office or store space in civic buildings, rentals from

**Rents,
 Concessions
 and
 Franchises**

property acquired for taxes (vacant or built upon) or from other properties (land or buildings) which are not required for the uses of the corporation.

Concessions and Privileges—Revenue derived from the granting of concessions or privileges to private persons in connection with municipal functions or activities.

Exhibitions and Fairs—Revenue derived from the holding of fairs or exhibitions by the municipality which would include admission fees, restaurant or refreshment booth privileges, display privileges, stall rentals, midway or other entertainment privileges and other sundry revenues arising therefrom.

Franchises—Revenue derived from the granting of franchises, such as for transportation, electric light and power, gas, central heating or other facilities, to privately owned utilities.

Law Enforce- ment

4. This item would include, in addition to any miscellaneous revenue therefrom not specifically referred to:

Court Fines and Fees—Revenue derived from fines and penalties imposed for infractions of statutes or local by-laws the administration of which falls within the jurisdiction of the courts. Traffic or other fines even though paid without the formality of a court should be included here as well as sheriff's court costs or fees and forfeited bail.

Other Fines and Fees—Revenue from fines or fees imposed by the municipality or department thereof, other than the judiciary, such as for the impounding of animals or infraction of park regulations. Also include public library fines when such is not operated by a library board.

Investment Earnings

5. This item would include, in addition to any miscellaneous revenue therefrom not specifically referred to:

Interest Earnings on Bank Deposits.

Tax Sale Redemption Penalties—Penalties, if any, accruing to the municipality, as a result of the redemption of properties acquired for taxes.

Interest or Penalties on Taxes—Revenue arising from the imposition of interest or penalties on taxes levied by the municipality, which would include those *specifically required to be added by statute* as well as others that *may be added by by-law* of the municipality.

Sinking Fund Excess Earnings—Surpluses arising from the operation of sinking funds which have been taken into revenue for the current year.

Contributions From Other Funds—Interest on advances by revenue fund to local boards, commissions or other funds of the corporation, as well as any amounts accruing to the revenue fund as a result of a pro-rata or other distribution of investment earnings of other funds.

Interest Earnings on Investments, such as on securities in which revenue account funds are invested temporarily, unless the securities are held in respect of a special reserve account which, by statute, is to include interest earnings on the investments.

- 6.** This item would include, in addition to any miscellaneous revenue therefrom not specifically referred to: **Service Charges**

Commissions on Collections—Commissions, fees or deductions from amounts collected by the municipality for or on behalf of individuals, firms or corporations and other governments.

Certificates and Search Fees—Revenues derived from fees for issuing tax or other certificates as well as search fees such as for providing information from assessment or tax rolls.

Net Revenue for Work Done for Individuals or Corporations—In many instances the municipality does certain work for private individuals or corporations such as the laying of sidewalks, sewer connections or driveways. Only the net profit or revenue (i.e., after deducting all charges or costs incidental thereto) on any such work is to be shown.

Sanitary and Other Services—Revenues derived from such things as garbage collection where the service is performed privately by contract or public tender. Also include revenue from special charges to cover the cost of such services as garbage collection, street flushing, snow removal, street oiling or watering, when they are not provided generally throughout the municipality but limited to specific properties or areas. In some instances the persons benefited are billed direct for the cost of same; in others the cost of the service is levied for in the yearly tax roll either at a flat rate or fixed charge, or on the basis of a *special area* or *frontage* rate, depending on the nature of the service involved. (For additional information in this regard see also explanation on page 50 in connection with item 1, Taxation Revenue).

- 7.** This item would include, in addition to any miscellaneous revenues therefrom not specifically referred to: **Recreation and Community Services**

Municipal Golf Courses, Swimming Pools, Beaches and Baths, Amusement Parks and Playgrounds, Skating Rinks and Arenas (Recreational Services)—The gross revenues derived from the use or operation of such services. If operated directly by the municipality these would include membership dues, admission or green fees, locker fees and others for club privileges as well as revenues from the serving of meals or refreshments or from concession privileges in that regard. If the operation is let to a private party or organization by tender, contract or agreement or on a percentage basis of gross or net income, only the amount accruing to the municipality under any such arrangement would be shown.

Amusement Parks and Playgrounds should not be confused with parks, public squares or similar ornamental areas which are primarily established and maintained for the beautification of the municipality. The term *amusement parks* in this instance has the same meaning as *playgrounds* in that both refer principally to outdoor play or recreational areas in which participation is the primary consideration.

Community Centres and Halls, Tourist Camps, Markets, Weigh Scales (Community Services)—The gross revenues derived from the use or operation of such services, which would consist principally of fees or rentals for the use thereof but would also include revenues from any subsidiary facilities which are provided in conjunction therewith, such as: checking privileges or refreshment stands in public halls or other community centre establishments; restaurants, refreshment stands, boat liverys, bathing facilities or domestic privileges (cooking, laundering, etc.) in tourist camps; and similar facilities which might be provided in conjunction with markets or other community services.

**Grants and
Subsidies
from Other
Govern-
ments**

8. Grants or subsidies received or receivable (other than for debentures) from the Dominion or Provincial Government or from other municipalities in respect of the current year's operations, which should be segregated accordingly as shown by the Revenue and Expenditure Account.

Provincial Government grants would include the *municipal subsidy* (Ontario), *road subsidies*, *health* and other special grants; and any *grant-in-aid*, subsidy or contribution towards the gross current expenditures for *unemployment relief*, which should be shown separately from other provincial grants.

In addition to grants from other municipalities, such as those payable by counties to local municipalities in Ontario, also include amounts received or receivable for services rendered directly by one municipality to another, such as fees or charges for attending fires in adjacent municipalities.

Do not include here government grants for hospitals or schools; these should be shown as revenues of the respective activities for which separate statements of revenue (or income) and expenditure should be reported.

**Debenture
Debt
Charges
Recoverable**

9. For the most part, these recoverables would consist principally of amounts equivalent to the annual debt charges (principal or sinking fund instalments and interest) on debentures issued by the municipality for or on behalf of utilities, or institutional services such as housing or cemeteries. They also include, however, amounts recoverable from other municipalities for debt charges on debentures assumed, as well as amounts recoverable from private individuals, firms or corporations for debt charges on debentures issued by the municipality for or on their behalf.

The full amount of the debt charges on debentures issued for or on behalf of utilities, housing or cemeteries should be shown here as a recoverable whether or not the operation and

management thereof is under the jurisdiction of a local board or commission or under the direct jurisdiction of council; also this same procedure should be followed whether or not the debt charges are provided wholly or in part, out of the rates or other income of the enterprise. In other words, the municipality may provide for the debt charges, wholly or in part, through taxation (either by general or special area rate, or by direct charge such as for local improvements) or the debt charges may be met in full out of the rates charged to customers for the service or facilities provided; but notwithstanding which of these methods is followed, the full amount of the debt charges should be shown here as a recoverable. Under the former circumstances this statement would show, in addition to the full amount of the debt charges, both as an expenditure under item 9 and as a revenue under this item, an expenditure under item 12 for the amount included in the tax levy on account of such debt charges. For further explanation of this procedure reference should also be made at this time to the explanations on page 71 relating to item 9 of the expenditures and to the explanations on pages 94 and 95 relating to items 3 of the income and 10 of the expenditures, respectively, for a Water Supply System.

Do not include here grants or contributions from the provincial or other governments in respect of debentures issued by the municipality for school purposes; such amounts should be credited direct to the account of the local school authority, even though paid to the municipal corporation, and shown as a debenture grant or recoverable in the school revenue and expenditure statement.

Detail of this item is shown in Schedule 10 (Form 32 on page 149).

10. Include here revenues from sundry sources not otherwise provided for in the statement. Care should be exercised, however, to see that only those which cannot properly be classified under any of the other items are included.

**Miscellaneous,
N.O.P.**

11. The portion of utility surplus(es) for either the current or previous years which was actually taken into revenue fund account by the municipality as a general revenue of the current fiscal year. Any such amounts included here should agree with the relative amounts shown under item 6 of Exhibit(s) VII (Form 10 on page 86). Also include here any amounts received or receivable from utilities, under agreement or otherwise, in lieu of taxes; this situation arises from the fact that in some provinces the property of utilities is exempt from taxation and voluntary contributions are made by the utility to the general revenues of the municipality.

**Public
Utilities
(Surplus
taken into
Revenue)**

12. The portion of either the current or previous year's surpluses of institutional services (housing and cemeteries) which was actually taken into revenue fund account by the municipality as a general revenue of the current fiscal year. The amounts included here should agree with relative amounts

**Institutional
Services
(Surplus
taken into
Revenue)**

shown under item 6 of Exhibits X(H) and X(C) (Forms 13 and 16 on pages 104 and 118 respectively).

13. The total revenue for the current fiscal year (items 1 to 12 inclusive).

**Surplus
from
Previous
Years
(If used)**

14. The portion of the revenue fund surplus from previous years actually taken into the current year's budget. Assets of previous years included in the current year's budget represent a *surplus* and should be shown here accordingly. The amount of this item should agree with the relative amount shown under item 2 of Exhibit IV (Form 7 on page 42).

15. The total of items 13 and 14.

**Deficit
for Year**

16. The amount by which item 17 of the expenditures exceeds item 15 above.

17. The total of items 15 and 16.

EXPENDITURE

**General
Govern-
ment**

1. Expenditures which cannot properly be classified under items 2 to 14 inclusive, which should be further segregated as follows:

Executive and Legislative, which would include the office of:

Mayor, Reeve or Warden—Salaries, honorariums, fees or other remuneration including mileage allowances of the Mayor, Reeve or Warden and of the secretarial and other staff, as well as stationery, supplies and other general expenses incurred directly in connection with the office or position of head of the municipality.

Controllers—Salaries, honorariums, fees or other remuneration of members of the Board of Control (exclusive of the mayor) and of the secretarial and other staff, as well as stationery, supplies and other general expenses incurred directly in connection with the office or position of controller of the municipality.

Aldermen or Councillors—Salaries, honorariums, fees or other remuneration, including mileage allowances of members of council (other than the head or members of the board of control). If separate offices are provided for the individual or joint use of aldermen or councillors, any secretarial and other staff salaries, as well as stationery, supplies and other general expenses in connection with such offices, should also be included.

Administrative, which would include the offices of:

Commissioner, Manager or Comptroller—Salaries, honorariums, fees or other remuneration of the Commissioner of Finance, City or Town Manager, or Comptroller, the deputy (or assistant), and accountants, clerks, stenographers and other staff as well as stationery, supplies and other general expenses incurred directly in connection with the administration of this office.

Clerk—Salaries, honorariums, fees or other remuneration of the Clerk, the Assistant Clerk, and clerks, stenographers and other staff as well as stationery, supplies and other general expenses incurred directly in connection with the administration of this office.

Treasurer—Salaries, honorariums, fees or other remuneration of the Treasurer, the Assistant Treasurer, and accountants, cashiers, clerks, stenographers and other staff, as well as stationery, supplies and other general expenses incurred directly in connection with the administration of this office.

Assessor—Salaries, honorariums, fees or other remuneration of the Assessment Commissioner or Assessor, the Assistant Assessor and subordinate assessors, clerks, stenographers and other staff as well as stationery, supplies and other general expenses incurred directly in connection with the administration of this office.

Collector—Salaries, honorariums, fees or other remuneration of the Tax Collector (or equivalent official), the Assistant Tax Collector and subordinate collectors, accountants, cashiers, clerks, stenographers and other staff as well as stationery, supplies, and other general expenses incurred directly in connection with the administration of this office.

Auditor—If there is an "internal" auditor, all salaries or wages of the Auditor, the Assistant Auditor and audit clerks, stenographers and other staff as well as stationery, supplies and other expenses incurred directly in connection with the administration of this office, would be included. If there is an "independent (or external)" auditor, the total fees or other remuneration, according to the auditing contract or agreement, would be included, as well as any fees for special work in addition thereto. In the latter instance general office expenses are frequently provided; these should also be included wherever this practice is followed.

Solicitor or Corporation Counsel—Salaries, honorariums, fees or other remuneration of the Solicitor, the Assistant Solicitor and clerks, stenographers and other staff as well as stationery, supplies and other general expenses incurred directly in connection with the administration of this office; and where an outside solicitor is engaged on a retainer or fee basis, include amounts paid or payable for services rendered.

Purchasing Agent—Salaries, honorariums, fees or other remuneration of the head and other staff as well as stationery, supplies and other general expenses of a Purchasing Department established separate and distinct from other administrative departments.

Sinking Fund Trustees—Salaries, honorariums, fees or other remuneration of members, and office staff, as well as stationery, supplies and other general expenses of a "Board of Trustees" or "Trust Commission" established separate and apart from other administrative departments, principally to look after the management and operation of sinking funds.

In some instances the trustees are also given jurisdiction over other functions, such as power of administration of municipal properties (rentals, maintenance and sales, etc.); or jurisdiction over transactions relating to the funded debt of the municipality, (i.e., the payment of interest thereon and repayment of principal). The fact that any such additional duties are performed by the trustees should not alter the reporting of their expenses as outlined above, and all revenues and expenditures or other transactions incidental to or arising from the additional duties should be reported according to the exact nature or classification thereof as heretofore or hereafter defined and *not* considered as part of administrative expenses.

Other General Government Expenditures—Expenditures which are incidental to general governmental activities such as for:

Elections—General and special, including registrations, cost of printing voters' lists and ballots, rent of polling booths, remuneration to returning officers, deputies, poll clerks and other officials specially employed, as well as costs of judicial inquiries and recounts concerning elections.

Civic Office Buildings—Maintenance and repairs, including salaries or wages of buildings employees as well as supplies, heat, light and power, water, insurance, etc. If the buildings are rented from private ownership, the rental charge should also be included.

NOTE: Expenditures of Police and Fire Departments or other service departments in this connection should not be included here but shown as expenditures of the respective departments concerned.

Provision for Reserves—For uncollectible or uncollected taxes and for other purposes, provided, however, that such should be limited to financing reserves or those providing for possible losses in the realization of revenue fund assets. Provision for reserves for the replacement or acquisition of fixed assets should not be included here but shown under item 13.

Conventions and Delegations—Travelling and other expenses of municipal representatives attending conferences or conventions.

Pensions—Municipal contributions to established pension or superannuation funds and gratuitous or compassionate allowances to former employees, but not including pensions or allowances paid out of pension or superannuation funds. Costs of administration of any such funds, if provided by the municipality, should be included above under *Administrative*.

Town Planning or Zoning—Remuneration and other expenses of persons, boards or commissions engaged in full or part-time employment in connection therewith.

Public Receptions—Entertainment of visiting officials and dignitaries, as well as banquets, receptions, etc., for local citizens or organizations.

General Accident and Damage Claims by the public, whether settled privately or through court proceedings. (Do not include injury claims of municipal employees which should be shown as an expenditure of the department in which employed).

Publicity or Industrial Bureau—Remuneration and other expenses of persons, bureaus or committees for the promotion of tourist attractions and for community development of business and industrial activity. Grants to similar private organizations as well as community and promotional advertising should also be included.

Maintenance of Property Acquired for Taxes—Insurance, repairs, water rates and other maintenance charges, but not including administrative salaries and other expenses of a *Property Department* which should be included above under *Administrative*.

Courts of Revision—Remuneration to members and other expenses in connection therewith.

Share of Registry Office Expenses wherever applicable.

Grants—To associations, societies, etc., other than for the promotion or betterment of public health and welfare or other specific services separately classified.

War and Other Emergencies—Salaries, wages and other expenses in connection therewith, such as for Air Raid Precaution, and local defence units for guarding municipal properties.

Implementing Guarantees—Payments on account of guarantees for either principal or interest on debentures, or for other obligations of private persons, firms or corporations and other municipalities.

2. Expenditures falling within this major classification should be carefully segregated according to departmental or principal functional activities as follows:

**Protection
to Persons
and
Property**

Fire Protection—Expenditures of the fire department or for fire-fighting activities which, in addition to any not specifically referred to, would include:

Administration—Salaries or wages of the Fire Chief, his immediate assistant(s) and clerks, stenographers and other staff, as well as stationery, supplies and other general expenses incurred directly in connection with the supervision or administration of the department's activities.

Fire Fighting Force—Salaries or wages of district chiefs, inspectors, captains, lieutenants, sergeants, firemen and other personnel assigned to engine or truck service, fireboat service, salvage and rescue squads, as well as expenditures for a volunteer force; and in addition the costs of equipment and apparatus (including operation and maintenance), clothing, supplies and other expenses incurred directly in connection with these services.

Fire Alarm System—Salaries or wages of personnel, costs of equipment (including operation and maintenance), supplies and other expenses directly applicable to the fire alarm or other system of communication.

Fire Stations and Buildings—Maintenance and repairs, supplies, salaries or wages of attendants and other expenses, including heat, light and power, water, insurance, etc. If the buildings are rented for the use of the fire department, the rental charge should also be included.

Water Cost and Hydrant Rental—In many instances the water utility imposes a charge to the municipality for water service based on the necessity of maintaining sufficient pressure in the system to provide the maximum requirements of water for fire-fighting purposes. Such a charge may be on a flat rate basis, or a fixed sum in approximate relationship to the volume of water used by the fire department in the course of attending fires, or it may be in the form of a hydrant rental at a fixed rate per hydrant. Charges of this nature properly represent part of the cost of the fire department and should be included accordingly.

Employers' Liability Insurance—Expenditures for insurance against claims or damage actions by employees of the fire department for injuries sustained in the course of their duties.

Auxiliary Services—Salaries or wages and other expenses in connection with medical services and training schools.

NOTE: Do not include municipal contributions to firemen's pension, superannuation or benefit funds, the expenditures for which should be shown under "Other General Government Expenditures" as referred to on page 60.

Police Protection—Expenditures of the police department or for policing activities, which, in addition to any not specifically referred to, would include the following:

Administration—Salaries or wages of the Police Chief or Commissioner, his immediate assistant(s) and clerks, stenographers, and other staff, as well as stationery, supplies and other general expenses incurred in connection with the supervision or administration of the department's activities.

Protective Service—Salaries or wages of police inspectors, sergeants, constables and other personnel, as well as expenditures on equipment and vehicles (including operation and maintenance), clothing, supplies, and other expenses incurred directly in connection with general policing activities; and in addition, expenditures for salaries, wages, maintenance and operation of traffic lights and conduits in connection therewith.

Crime Investigation—Salaries or wages of the detective force, squad or bureau and criminal records branch, as well as costs of equipment (including operation and maintenance), clothing, supplies, and other expenses incurred directly in connection with criminal investigation activities.

Police Signal System—Salaries or wages of personnel, costs of equipment (including operation and maintenance), supplies and other expenses directly applicable to the police signal and other communication systems, such as radio, telephone, teletype, signal lights and call boxes.

Police Stations and Buildings—Maintenance and repairs, supplies, salaries or wages of attendants and other expenses, including heat, light and power, water, insurance, etc. If the buildings are rented for the use of the police department, the rental charge should also be included.

Employers' Liability Insurance—Expenditures for insurance against claims or damage actions by employees of the police department for injuries sustained in the course of their duties.

Detention and Custody of Prisoners—Meals and other expenses pending trial or prior to conviction.

Auxiliary Services—Salaries or wages and other expenses in connection with ambulance or medical services, patrol wagons, training schools and other similar activities.

NOTE: Do not include municipal contributions to policemen's pension, superannuation or benefit funds, the expenditures for which should be shown under "Other General Government Expenditures" as referred to on page 60.

Law Enforcement—Expenditures, which in addition to those not specifically mentioned or which are of an equivalent character, would include:

Police Commission—Salaries, fees or honorariums of members of the Police Commission (or Board of Police Commissioners) and the secretary, clerks, stenographers and other staff, as well as stationery, supplies and other expenses in connection therewith.

Police and Recorders' Courts—Salaries, wages or honorariums of the police magistrate and other court officials (court clerk, court reporter, clerical and stenographic staff), general office and other court expenses, and the cost of maintenance and upkeep of any such court buildings.

Juvenile and Domestic Courts—Salaries, wages or honorariums of the presiding judge and other court officials (probation officers, clerical and stenographic staff), general office and other court expenses and the cost of maintenance and upkeep of any such court buildings.

Division Courts—Salaries, wages or honorariums of the presiding judge or the junior or deputy judge and other court officials (bailiffs, clerical and stenographic staff), general office and other court expenses and the cost of maintenance and upkeep of any such court buildings.

Prosecuting Attorney—Salaries, fees or honorariums of the Prosecuting or Crown Attorney, together with the salaries or wages of his staff and other general office expenses. If the position of prosecuting attorney is held by the city

solicitor, his departmental expenditures should be divided as between the two services.

Coroners, Witnesses, Jurors and Interpreters—Fees and other expenditures in connection with Coroners' Inquests; witness fees payable by the municipality in court actions; fees and other expenditures in respect of persons performing jury duty, as well as those for the selection of jurors; and fees and other expenditures in connection with the engagement of persons to act as interpreters in court actions.

Joint Civil Justice or Criminal Justice Courts—The local municipality's share of the cost of any such courts, as in the case of payments to counties by cities and separated towns in Ontario for administration of justice.

Gaols, Industrial Farms, Detention Homes and other Corrective Institutions—Maintenance and operating costs of any such institutions which are maintained and operated by the municipality.

Protective Inspection—Salaries, wages, stationery and supplies and other general expenses in connection with the various inspection services maintained by the municipality, such as *Building and Structural, Plumbing, Electrical, Gas, Boiler, Elevator, Weights and Measures and Weed Inspection*; but *excluding* health inspection which should be included under item 5, Conservation of Health.

Street Lighting—Maintenance and repairs to standards and fixtures as well as the cost of power, gas or other lighting medium for the illumination of streets, alleys, bridges and tunnels other than those located in parks for which the costs thereof are kept separate.

Destruction of Pests—Expenditures incurred in connection with the control and destruction of pests, such as *mosquitoes, grasshoppers, corn borer, gophers, rats, rabbits* and other rodents, *crows, weeds on streets*.

Other Protection, which would include such services as *Flood Control*, maintenance and operation of a *Public Morgue*, maintenance of *Railway Crossing Signals*, and protection to *Animals*. The latter would include salaries and other expenses of the dog catcher or humane officer, maintenance and operation of a dog pound, as well as grants or contributions to humane societies.

Public Works

3. Expenditures relating to the use of streets or thoroughfares and structures and improvements in connection therewith. *Do not include* in this item expenditures for *garbage collection, street cleaning and flushing* or for sewers, all of which *are to be included under* item 4, *Sanitation and Waste Removal*. The former would include the following:

Administration—Salaries or wages of the City Engineer, Commissioner of Works or Public Works Foreman, as the case may be his immediate assistant(s) and clerks, stenog-

raphers and other staff as well as stationery, supplies and other general expenses incurred directly in connection with the supervision or administration of the department's activities.

Streets and Roads, Bridges, Viaducts, Subways and Tunnels, including *Grade Crossing Eliminations* and *Sidewalks*—Salaries or wages of superintendents, foremen, subordinate engineers and other employees as well as labour, material and supplies, costs of equipment (including operation and maintenance) and other expenses in connection with maintaining and repairing streets and roads, etc.

Waterways—Salaries or wages of persons, material and supplies, costs of equipment (including operation and maintenance) and other expenses in connection with dredging, deepening, widening and straightening rivers, streams, lakes and waterways, other than those included in parks, or for flood control.

Snow and Ice Removal—Salaries or wages of persons, material and supplies, costs of equipment (including operation and maintenance), and other expenses in connection with snow and ice removal and for sanding streets, sidewalks and other thoroughfares.

Drainage—Salaries or wages of persons, material and supplies, cost of equipment (including operation and maintenance) and other expenses in connection with maintaining and repairing ditches and drains and wells established for the purpose of conserving moisture from surface drainage. Such drainage would be limited more or less to rural municipalities and the smaller urban communities but should not include expenditures for storm sewers which are included under item 4, Sanitation and Waste Removal.

NOTE: For the most part the foregoing represents the major activity groups of public works expenditure on the basis that all expenses incidental thereto are either charged direct or costed or apportioned according to the activities in respect of which the expenditures were incurred. While this procedure may be followed in the larger municipalities it is relatively impracticable to do so in the smaller ones. In this latter instance expenditures included above would consist principally of labour, material and supplies, whereas the expenditures which otherwise should be apportioned would be included in the following:

Workshops, Yards and Other Buildings—Salaries or wages of attendants, mechanics, storekeepers and maintenance and repairmen, building maintenance and repairs, heat, light, power and water and other expenses in connection with the operation of shops, supply depots, stockrooms, yards and other buildings for the storing of material, supplies and equipment used in connection with public works activities.

Workmen's Compensation—Expenditures for sickness compensation or for insurance against claims or damage actions by public works employees for injuries sustained in the course of their duties.

General Equipment—Expenditures for the replacement of public works equipment such as automobiles and trucks, snow plows, wagons, road scrapers or graders and other motorized or mechanical equipment. Also original purchases of small units should be included here but expenditures for the original acquisition of larger units should be included in item 13, Capital Expenditures Provided out of Revenue.

Small Tools and Equipment—Expenditures for hand or portable tools, implements and accessories which are of nominal value or short life and other small articles which are easily lost, misplaced or stolen.

Maintenance and Repairs to Equipment—Expenditures for repairs, gas, oil, grease and other maintenance costs of automobiles, trucks and other public works equipment.

**Sanitation
and Waste
Removal**

4. Expenditures relating to the collection or removal and disposal of sewage, street deposits and other waste, which would include the following:

Administration—Salaries or wages of the Commissioner, Director, Superintendent, Engineer or chief official in charge, his immediate assistant(s) and clerks, stenographers and other staff as well as stationery, supplies and other general expenses incurred directly in connection with the administration or supervision of sanitation activities. Also, this would include a proportionate share of Public Works Administration expenditures if one administrative head or department has jurisdiction over both public works and sanitation activities.

Sewer System—Salaries or wages of persons, materials and supplies, costs of equipment (including operation and maintenance) and other expenses in connection with maintaining, repairing and operating the sewer system, including both storm sewers and sanitary sewers, catch basins and manholes, inspecting sewers, cleaning and flushing sewers and the operation of booster stations. Also include expenditures for share of repairs to private drains.

Sewage Treatment and Disposal—Salaries or wages of the plant superintendent or engineer and staff, as well as labour, material and supplies and other expenses in connection with maintaining and operating plant and equipment used in connection with the treatment and disposal of sewage, including the reclamation of sludge areas.

Street Cleaning and Flushing—Salaries or wages of persons, material and supplies, costs of equipment (including operation and maintenance) and other expenses in connection with the removal of leaves, storm debris and other waste deposits from the streets. Also include expenditures for dust prevention, which may be accomplished by oiling or street sprinkling or by the application of calcium chloride.

Garbage and Waste Collection—Salaries or wages of persons, material and supplies, costs of equipment (including operation and maintenance) and other expenses incurred for collecting garbage and other waste material, such as ashes, cans, boxes,

bottles, scrap metal, and burned refuse. If this collection service, either wholly or in part, is performed privately under contract, any cost to the municipality should also be included.

Garbage and Waste Disposal—Salaries or wages of the plant superintendent or engineer and staff as well as labour, material and supplies, and other expenses in connection with maintaining and operating an incinerator or other plant and equipment for the disposal of garbage and other waste material. Also include rentals and other expenditures for maintaining nuisance grounds (or dumps) for this purpose.

Comfort Stations—Salaries or wages of persons, repairs, material and supplies, heat, light, water, and other expenses in connection with maintaining and operating comfort stations other than those included in parks or other recreational or community centres.

5. Expenditures for the conservation and improvement of public health, which would include the following: **Conservation of Health**

Administration—Salaries, wages or fees to members of the Board of Health, medical health officer, city or town physician, clerks, stenographers and other staff as well as stationery, supplies and other general expenses incurred directly in connection with the administration or supervision of health activities.

Vital Statistics—Salaries or wages of persons, stationery, supplies and other general expenses incurred in connection with the reporting and recording of data on births, marriages and deaths, and other statistics relating to health matters.

Control of Communicable Diseases—Salaries or wages of persons, stationery, supplies and other general expenses incurred directly in connection with the control of communicable diseases, other than hospitalization charges which are included under item 6, Public Welfare. These would include clinics and dispensaries such as for tuberculosis, venereal and other diseases including quarantine, disinfection, vaccination and immunization.

Child Hygiene—Salaries or wages of persons, stationery, supplies and other general expenses for child health services, other than communicable diseases, including pre-natal and pre-school clinics, home and other public health nursing services.

Regulation and Inspection—Salaries or wages of persons, stationery, supplies and other expenses in connection with the regulation and inspection of foods, drugs, shops and other inspection services designed to eliminate unsanitary conditions.

General Clinics and Laboratories—Salaries or wages of persons, stationery, supplies and other general expenses in connection with maintaining and operating general health clinics or centres and laboratories, other than those established for a specific purpose which would be included in any of the foregoing items.

6. Expenditures falling within this major classification should be carefully segregated according to principal departmental or functional activities as follows:

Unemployment Relief, which should include the gross expenditures in respect of the following:

Administration—Salaries or wages of the relief officer, his assistant(s), clerks, stenographers and other staff, as well as stationery, supplies and other expenses incurred directly in connection with the administration of unemployment or direct relief.

Unemployment or Occupational Aid—Financial assistance such as for food, fuel, clothing and shelter to *employable* persons, and to their dependents, who are in need as a result of unemployment or loss of gainful occupation.

Agricultural Aid—Financial assistance to persons in need as a result of agricultural distress, such as for food, fuel, clothing and shelter to farmers and their dependents.

Rehabilitative Services—Expenditures for farm settlement and other measures such as for the re-establishment of the unemployed into gainful occupations.

Transients—Expenditures for food, clothing and other assistance to transients.

All such expenditures falling within the above categories should be included whether or not they are allowable items or within prescribed limitations in accordance with regulations of the Dominion and/or Provincial Government.

NOTE: Do not include: expenditures on account of relief works programs which should be shown under item 13, *Capital Expenditures Provided Out of Revenue*; principal, sinking fund requirements and interest on debentures issued for relief purposes, or interest charges on relief borrowings, which should be shown under item 9, *Debt Charges*.

Charity and Miscellaneous Welfare, which should include the gross expenditures in respect of the following:

Indigent or Poor Relief—Financial assistance such as for food, fuel, clothing and shelter to *unemployable* persons and their dependents. All such expenditures should be included whether or not allowable for grant-in-aid purposes under Dominion and/or Provincial Government regulations.

Voluntary Aid—Expenditures for assistance to needy persons provided by or through the municipality out of voluntary donations or subscriptions for charitable purposes. (The voluntary donations out of which such expenditures would be made should be shown as a revenue under item 10).

Burial of Indigents—Expenditures for undertakers' fees, cemetery plots, and other expenses for the burial of indigent persons or public charges.

Moving or Transportation of Indigents, Ambulance Fees, School Books and Supplies.

Child Welfare—Expenditures for the cost of maintaining children in charitable institutions or in foster or boarding homes, as well as the *gross* cost (maintenance and operation), of municipally-operated charitable institutions, such as boys' or girls' homes, children's aid societies, orphanages, homes for incurable children and day nurseries; and in addition, grants to any such child welfare institutions.

Miscellaneous revenues arising from the operation of any of the above municipally-owned institutions should not be deducted from the expenditures but included in the revenue section and classified the same as all other municipal revenues with particular care being taken to see that grants or payments from the province or from other municipalities are shown accordingly.

Hospitalization and Medical Services—Expenditures for the cost of maintaining patients in hospitals, such as per diem costs for maintenance of indigents, and for maintenance of insane and tubercular patients; contributions to sanatoria, grants to hospitals, medical service fees and allowances; and in addition, the cost of administration of these services which would include salaries or wages of the Director or Supervising Physician, his assistant(s), clerks, stenographers and other staff, as well as stationery, supplies and other expenses.

Also include the *net cost* of municipally-operated hospitals; in other words, *do not* include the operating revenues and expenditures of such hospitals at the gross amount but show only the *net results* of operations *exclusive of principal or sinking fund instalments and interest on debentures* which are to be included under item 9, Debt Charges. If the revenues exceed the operating expenditures, the excess should be reported under item 10 of the revenues. And in Saskatchewan include the municipality's share of Union Hospital District charges.

Medical fees and allowances should also include the cost of providing such services to relief recipients. Where the cost is based on a monthly or other charge per person receiving relief assistance and the municipal share deducted by the province from the monthly relief claim, as in the case of Ontario municipalities, care should be taken to see that both the grants-in-aid from the province and the expenditures on which based are clearly segregated between relief and medical services, and properly recorded on that basis. The grant-in-aid for medical services should be shown under item 8 (82) of the revenues.

Disaster Emergencies—Expenditures for public assistance such as for food, fuel, clothing, shelter, medical supplies, etc., as a result of floods, cyclones, enemy attack in time of war and other disaster emergencies.

Old Age Pensions, Pensions to Blind Persons, Mothers' Allowances—The municipality's share of any such pensions or allowances as well as the cost of administration thereof

which would include expenses of examining boards or authorities, salaries or wages of investigators, clerks, stenographers and other staff as well as stationery, supplies and other expenses.

Charitable Institutions—The gross cost of municipally-operated charitable institutions, other than for child welfare, such as Houses of Refuge, Homes for Aged and Infirm or Incurables, and Boys' or Girls' Training Schools.

Miscellaneous revenues arising from the operation of any such institutions should not be deducted from the expenditures but included in the revenue section and classified the same as all other municipal revenues, with particular care being taken to see that grants or payments from the province or from other municipalities are shown accordingly.

Maintenance of Inmates in Charitable Institutions—Expenditures for the cost of maintaining inmates, other than children, in institutions of the nature referred to above, or in Boarding or Lodging Houses.

Grants and Subventions—Expenditures for grants or other assistance towards the support of private charitable institutions, organizations or societies other than for child welfare and hospitals.

Education

7. Expenditures for school purposes should be shown at an amount equal to the school tax levy, but exclusive of principal, sinking fund requirements and interest on any debentures issued by the municipality for and on behalf of the school authorities which should be included under item 9, Debt Charges. In other words, if the school debentures were issued by the municipality, which also levies and collects the school taxes, the expenditure under this item would be equal to the difference between the school tax levy (Taxation Revenue for School Purposes—item 1 (12) of the revenues) and the gross debt charges on school debentures (principal or sinking fund instalments and interest); but if the school authorities issue their own debentures whereas the municipality levies and collects the taxes, the expenditure to be shown here would be equal to the total levy. In both instances, any provincial grants, fees and other revenues of school authorities which may be paid to the municipality, whether or not based on expenditures for maintenance or for debt charges, should be credited direct to the account of the local school authority and not included in either the revenues or expenditures in this statement. (See explanations on page 56 in connection with items 8 and 9 of the revenues for further reference in this regard).

Expenditures for elementary, secondary, and technical or vocational schools should be shown separately, wherever such a division of educational activities is maintained, so as to conform with the division of the corresponding item of taxation revenue.

Amounts provided by the municipality out of general rates for tuition fees, or grants payable to school authorities, such as

township school grants in Ontario, and amounts provided for educational purposes by counties in New Brunswick, as well as amounts provided by cities, towns and county municipalities in Nova Scotia for the Municipal School Fund should also be included under this item *but shown separately* from the aforementioned expenditures.

In the case of Ontario municipalities, educational costs included in County Rates or Levies should *not* be shown here but included as part of the total county rates to be shown under item 14.

8. Expenditures falling within this category should be segregated as follows:

**Recreation
and
Community
Services**

Recreation Services, which would include *Municipal Golf Courses, Swimming Pools, Beaches and Baths, Skating Rinks and Arenas, and Amusement Parks and Playgrounds* which should be distinguished from other parks as referred to on page 56 in connection with the revenues from such activities.

Community Services, which would include *Libraries, Museums, Art Galleries, Community Centres and Halls, Exhibitions and Fairs, Parks, Tourist Camps, Markets and Weigh Scales*.

Expenditures for these services should be shown at the *gross* amount (i.e., before deducting any revenues therefrom which are to be shown separately under item 7) but exclusive of principal or sinking fund instalments and interest on debentures which are to be included under item 9, Debt Charges. These would include expenditures made directly in connection with any such services, such as for salaries or wages of persons, material and supplies, books, periodicals, museum or art pieces, repairs, heat, light, water, insurance, costs of equipment (including operation and maintenance), etc., depending on the service involved. Also include expenditures by way of grants or allowances to non-charitable organizations or associations for similar purposes, as well as expenditures for public celebrations.

9. Expenditures to be included under this item should be segregated as follows:

**Debt
Charges**

Debenture Debt Charges—Principal instalments, sinking fund requirements and interest *due* during the current fiscal year in respect of *all* debentures issued by the municipality, as well as similar amounts *due* in respect of debentures assumed from other municipalities. Detail of this item is shown in Schedule 11 (Form 33 on page 150).

Temporary Debt Charges—Bank and other interest on temporary borrowings for revenue fund purposes, including relief borrowings. Also include exchange and other bank charges.

Discount on Current Taxes—Discounts allowed for either the prepayment or prompt payment of taxes levied for the current year.

**Public
Utilities
(Deficits
Provided)**

10. Deficits of utilities for either the current or previous fiscal years which were actually provided for out of revenue fund budget appropriations of the current fiscal year. Any such amounts shown here should agree with the relative amounts shown under item 6 of Exhibit(s) VII (Form 10 on page 86).

**Institu-
tional
Services
(Deficits
Provided)**

11. Deficits of institutional services (housing and cemeteries) for either the current or previous fiscal years which were actually provided for out of revenue fund budget appropriations of the current fiscal year. Any such amounts shown here should agree with the relative amounts shown under item 6 of Exhibits X(H) and X(C) (Forms 13 and 16 on pages 104 and 118 respectively).

**Municipal
Levy for
Utilities and
Institu-
tional
Services**

12. Amounts provided out of taxation for or on behalf of utilities, housing or cemeteries other than for deficits; these would include levies by general or special area rates as well as direct charges, such as for local improvements—water-mains. For further explanation regarding these amounts being shown as expenditures, reference should be made to the explanations relating to item 9 of the revenue on page 56 and to item 3 of the water supply system income on page 94. Although such levies usually apply only to debt charges, they may in some instances, also include a portion of the maintenance and operating expenditures.

Expenditures for such amounts in respect of utilities should be shown separately from those in respect of housing or cemeteries, which are classed as institutional services.

**Capital
Expendi-
tures
Provided
Out of
Revenue**

13. Expenditures for buildings or structural work, including land, purchase of equipment, construction of improvements such as streets, sidewalks, sewers, etc., and for other assets of a fixed or permanent nature which were acquired out of revenue fund budget appropriations of the current fiscal year; but not including normal replacement costs or alterations which are usually included in yearly estimates. These would include expenditures on account of relief works programs as well as provision for reserves for the acquisition or replacement of fixed assets. Detail of this item is shown in Schedule 12 (Form 34 on page 152).

**Joint or
Special
Expendi-
tures
(N.O.P.)**

14. In many instances municipalities are required to provide in their tax levies or rates for a portion of certain charges which are shared jointly with other municipalities, or to provide for amounts which are expendable for the benefit of certain prescribed or limited areas of the local municipality. These would consist principally of the following items, summarized by provinces, for which the special levy or the respective municipality's share of the *total* charges should be shown separately in the statement.

NOVA SCOTIA—

Joint Expenditure Boards or Committees (share of total charges).

Poor District Rates.

Provincial Highway Tax.

District or Special Area Rates or Levies (Police, Fire, Sewage and Improvement Areas, etc.) other than Poor Districts.

Village Commissioner's Rates.

NEW BRUNSWICK—

County Rates (Cities, Towns and Villages).

QUEBEC—

County Rates.

Montreal Metropolitan Commission Charges.

ONTARIO—

County Rates (including secondary and other educational charges to local municipalities).

Police Village Rates or Levies.

Special Area Rates or Levies (Police, Fire, Sewage and Improvement Areas, etc.).

Suburban Roads Commission Charges.

MANITOBA—

Greater Winnipeg Sanitary District Charges.

Municipal Commissioner Levy.

Provincial Trunk Highways Levy.

Village District Committee Rates or Levies.

BRITISH COLUMBIA—

Special Area Rates or Levies.

Vancouver and District Joint Sewerage and Drainage Board Charges.

A full explanation of each of these items and of their treatment in the municipal report is contained in Appendix "A", pages 153 to 170.

15. The total expenditures for the current fiscal year (items 1 to 14 inclusive).

16. The portion of the revenue fund deficit from previous years which was actually provided for in current budget appropriations. Liabilities of previous years included in the current year's budget represent a *deficit* and should be shown here accordingly. The amount of this item should agree with the relative amount shown under item 2 of Exhibit IV (Form 7 on page 42).

**Deficits from
Previous
Years**
(If any)

17. The total of items 15 and 16.

18. The amount by which item 15 of the revenues exceeds item 17 above.

**Surplus
for Year**

19. The total of items 17 and 18.

FORM 9

PUBLIC UTILITY BALANCE SHEET

PUBLIC UTILITY BALANCE SHEET

As at..... 19...
(Day) (Month)

ASSETS**Current—**

1. Cash.....	\$.....
2. Investments (Temporary).....	
3. Accounts Receivable.....	\$.....
LESS: Reserve for Uncollectible Accounts Receivable—14 (141).....	
	Net Total
4. Due from Other Funds: (Specify)	
41.	\$.....
42.	
43.	
	Sub-Total
5. Inventories.....	
6. Accrued Items: (Specify)	
61.	\$.....
62.	
	Sub-Total
7. Deferred and Prepaid Charges.....	
8. Other Current Assets: (Specify)	
81.	\$.....
82.	
83.	
	Sub-Total
Total Current Assets.....	\$.....

Capital—**9. Utility Plant:**

91. Lands.....	\$.....
92. Buildings and Improvements.....	
93. Plant and Equipment.....	
94. Transmission and Distribution System.....	
95. Other.....	
	Sub-Total \$.....
LESS: Reserve for Depreciation—14 (142).....	
	Net Total
10. Investment(s) and Special Funds:	
101. Physical Property.....	\$.....
102. Depreciation Funds—	
1021. Cash.....	\$.....
1022. Investments: (Specify)	
10221.	
10222.	
10223.	
	Sub-Total
103. Sinking Funds—	
1031. Cash.....	\$.....
1032. Investments and Other Assets: (Specify)	
10321.	
10322.	
10323.	
	Sub-Total
104. Other: (Specify)	
1041.	
1042.	
1043.	
	Sub-Total
11. Due from Other Funds: (Specify)	
111.	\$.....
112.	
	Sub-Total
12. Unamortized Discount.....	
13. Other Capital Assets: (Specify)	
131.	\$.....
132.	
	Sub-Total
14. Deficit—Exhibit VII(*).....	
Total Assets.....	\$.....

PUBLIC UTILITY BALANCE SHEET

Form 9
(cont'd)

As at..... 19...
(Day) (Month)

EXHIBIT VI(*)

LIABILITIES	
Current—	
1. Bank Overdraft	\$.....
2. Temporary Loans
3. Accounts Payable
4. Debentures and Coupons Due:	
41. Principal.....	\$.....
42. Interest.....
	Sub-Total
5. Due to Other Funds: (Specify)	
51.	\$.....
52.
53.
	Sub-Total
6. Accrued Items: (Specify)	
61.	\$.....
62.
	Sub-Total
7. Customers' Deposits
8. Other Current Liabilities: (Specify)	
81.	\$.....
82.
83.
	Sub-Total
Total Current Liabilities	\$.....
Capital—	
9. Debenture Debt:	
91. Due to Capital and Loan Fund (General Section) for Debentures—(Net Debt). \$.....	
92. Debentures Issued by Utility.....
	Sub-Total
10. Other Long-Term Indebtedness: (Specify)	
101.	\$.....
102.
	Sub-Total
11. Due to other Funds (Other than for Debentures):	
111.	\$.....
112.
	Sub-Total
12. Unamortized Premium
13. Other Capital Liabilities: (Specify)	
131.	\$.....
132.
	Sub-Total
14. Reserves—Other than deducted from Assets: (Specify)	
143. For Debentures matured.....	\$.....
144. For Retirement of Sinking Fund Debentures.....
145.
146.
	Sub-Total
15. Surplus—Exhibit VII (*)	
151. Capital Surplus.....	\$.....
152. Earned Surplus.....
	Sub-Total
Total Liabilities	\$.....

* Letter designating type of utility should be shown here, such as (W) for a Water Supply System; (E) for Electric Light and Power; (SR) for Street Railway; or (CH) for Central Heating, as indicated on the Income and Expenditure statement, Exhibit VIII (W) (Form 11 on page 89).

PUBLIC UTILITY BALANCE SHEET

This balance sheet has been drafted with a view to it being adaptable for use by all utilities regardless of the nature or type of service provided or the degree of segregation of asset and liability accounts required, as between those relating to *capital transactions or operations* and those arising out of *current operations*. The principal factor to be preserved in this latter regard is the exact relationship of the utility's accounts to those of the municipality (General Section), or to other local authorities, boards or commissions; all such intra-fund accounts should be reported as such, even though the nature thereof may be identical to that of other assets or liabilities.

Further regarding the segregation of accounts, some utilities keep capital assets and liabilities (i.e. those relating to capital transactions or operations) separate from those arising out of current operations and each set of accounts is self-balancing. Under this method the difference between *capital* assets and liabilities, as set up on the balance sheet, would be represented by *capital surplus* and the difference between *current* assets and liabilities represented by *earned surplus*; and temporary advances out of capital funds for current purposes, or *vice versa*, would be shown under the items *Due (from or to) Other Funds*. Other utilities keep their accounts (assets and liabilities) more or less on the same basis as a commercial enterprise; no clear segregation of capital and current accounts is maintained, in the sense just referred to. The adaptability of the balance sheet for reporting by these utilities would be on the basis, largely, of the degree of liquidity of the assets and liabilities.

Trust or Agency Funds held by the utility should not be shown in this balance sheet, but included along with other trust or agency funds in the hands of all local authorities of the municipal corporation in the *Trust, Reserve and Agency Fund Balance Sheet*, Exhibit II (c) (Form 5 on page 26).

ASSETS

- 1.** The balance of cash on hand or deposit (exclusive of that held in investment and special funds which would be shown under item 10 below) including petty cash, and deposits with or advances to employees or agents of the utility for special purposes, as well as special deposits in respect of current liabilities such as for Customers' Deposits. **Cash**
- 2.** Bonds, debentures, stock or other securities purchased or acquired for the purpose of temporarily investing cash, pending the need of the funds for the purposes for which originally intended. **Investments**
- 3.** Amounts due and owing by sundry persons, firms or corporations, other than governmental bodies, including rates or charges to customers for utility services. **Accounts Receivable**
- 4.** Amounts due and owing by other funds of the utility or by other funds of the municipality, including other local boards or commissions. The name and amount owing by each **Due from Other Funds**

other fund, local authority or activity should be shown separately in the balance sheet; and care should be taken to see that the liabilities of the other funds, etc., are in agreement with the amounts shown here.

Inventories

5. The inventory value of consumable goods or supplies on hand.

**Accrued
Items**

6. Revenues earned but not yet due, such as unbilled rates to customers for utility services or accrued interest on investments. The exact nature of any such accrued items should be clearly indicated in the balance sheet.

**Deferred
and Prepaid
Charges**

7. Unusual or extraordinary expenses of the utility which are in process of amortization, as well as prepaid taxes, rent, insurance and other similar items.

**Other
Current
Assets**

8. Assets of a current or liquid nature other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Amounts due and owing by the *Dominion or Provincial Government*, or by *other municipalities* should be included here.

**Utility
Plant**

9. Fixed or permanent assets used in the operation of the utility, which should be reported at cost according to the detail set out in the balance sheet. Do not include here plant not used in the operation of the utility or held for resale, which should be reported under item 10 (101) below.

**Invest-
ment(s) and
Special
Funds**

10. Property investments of the utility and cash, securities and other investments held in respect of special funds. These should be classified according to the detail provided for in the balance sheet, as follows:

**Physical
Property**

Land, buildings and other utility plant held for resale or not used in the operation of the utility.

**Depreciation
Funds**

Assets which have been set aside in a special fund for the purpose of identification with the reserve for depreciation. Cash and Investments should be shown separately; also in respect of the latter, show separately investments in securities issued or guaranteed by (1) Dominion Government, (2) Provincial Governments (specify Province) and (3) Municipal or School Corporations.

**Sinking
Funds**

This item applies to the utility's *own* sinking fund in respect of debenture debt reported under item 9 (92) of the liabilities. The assets in any such funds should be reported separately in accordance with the above instructions relating to Depreciation Funds. Sinking funds held by the municipality in respect of debenture debt issued for or on behalf of the utility, an account for which is usually kept by the utility in order that its books may show the status of its capital obligation to the municipality, should not be included here but deducted from the relative debenture debt to be reported under item 9 (91) of the liabilities: the utility account in this respect should be equal to the *reserve for retirement of sinking fund debentures* issued for utility purposes (actuarial requirements of the sinking

fund), as shown by the Sinking Fund Balance Sheet, Exhibit II (b) (Form 4 on page 19).

In the event, however, of the utility providing for the retirement of sinking fund debentures within a shorter term of years than anticipated by the debenture borrowing by-law of the municipality, the excess of the sinking fund deposits over normal requirements, which would not be reflected in the accounts of the municipality, would be shown under this item.

Investments and/or Special Funds other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Other

11. Amounts due and owing by other funds of the utility or by other funds of the municipality, including other local boards or commissions. The name and amount owing by each other fund, local authority or activity should be shown separately in the balance sheet, and care should be taken to see that the liabilities of the other funds, etc., are in agreement with the amounts shown here. **Due from
Other
Funds**

12. Discount on the sale of debentures (i.e., the excess of the par value over the amount for which they are sold) which has not been amortized or otherwise provided for. **Unamortized
Discount**

13. Assets which are not of a current or liquid nature other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Unamortized property losses or other capital deferred charges should be included here, as well as amounts due and owing by the *Dominion* or *Provincial Government*, or by *other municipalities*. **Other
Capital
Assets**

14. The amount by which the liabilities, reserves and capital surplus of the utility exceed the assets. **Deficit**

LIABILITIES

1. The amount by which the utility bank accounts are overdrawn, provided however, that only the net position of all such accounts should be shown, including cash on hand, petty cash, and deposits or advances as referred to on page 79 in connection with item 1 of the assets. **Bank
Overdraft**

2. Amounts owing to banks or other sources as a result of *direct* borrowings by the utility for the purpose of temporary financing pending the collection of rates or charges to customers for utility services, or other miscellaneous revenues and accounts receivable. *Do not include here borrowings from the municipality or other local authorities or loans obtained by the municipality for or on behalf of the utility;* these should be shown under item 5 below. **Temporary
Loans**

3. Amounts due and owing on open account to sundry persons, firms or corporations, other than governmental bodies. Include all accounts covering expenditures during the current or previous fiscal periods which had not been paid at the close of the current fiscal period. **Accounts
Payable**

**Debentures
and
Coupons
due**

4. The amount of debenture principal and/or interest coupons in respect of debentures issued *directly* by the utility itself, which were past due but unpaid at the close of the fiscal period. Do not include amounts owing to the municipality (revenue fund) for past due debenture and interest payments; these should be shown under item 5 below. Also do not include accrued interest on debenture or other debt, which should be shown under item 6 below.

**Due to
Other
Funds**

5. Amounts due and owing to other funds of the utility or to other funds of the municipality including other local boards or commissions. The name and amount owing to each other fund, local authority or activity should be shown separately in the balance sheet; and care should be taken to see that the assets of the other funds, etc., are in agreement with the amounts shown here.

**Accrued
Items**

6. Amounts representing expenditures of the current fiscal period which are not due and payable in the fiscal period, such as accrued taxes and accrued interest on temporary loans or other indebtedness. Also, include here accrued interest on debentures, if such a practice is followed. The exact nature of each item should be clearly indicated in the balance sheet.

**Customers'
Deposits**

7. Amounts deposited by customers as security for payment of their bills.

**Other
Current
Liabilities**

8. Liabilities of a current or liquid nature, other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Customers' deposits for construction, suspense items awaiting disposition and prepaid or deferred revenues should be *included here* as well as amounts due to the *Dominion* or *Provincial Government* or to other *municipalities*.

**Debenture
Debt**

Due to
Capital and
Loan Fund
for
Debentures
(Net Debt)

9. The utility's obligation in respect of debentures issued for or on its behalf by the municipality, which represents an amount due to the *Capital and Loan Fund* of the municipality. This liability should be shown at an amount equal to the *unmatured debenture debt* for utility purposes, unless sinking fund debentures were issued, when it should be shown at an amount equal to the *net debenture debt* (i.e., the outstanding debt less the sinking fund held by the municipality as explained on page 80 in connection with Sinking Funds and also on page 12 in connection with the corresponding asset of the Capital and Loan Fund).

Debentures
Issued by
Utility

The gross amount of unmatured principal outstanding in respect of debentures issued *directly* by the utility.

**Other
Long-Term
Indebted-
ness**

Due to
Other
Funds
(Other
than for
Debentures)

10. Liabilities other than for debentures, such as mortgages or purchase agreements in respect of the acquisition of utility plant.

11. Amounts due and owing to other funds of the utility or to other funds of the municipality including other local boards or commissions. These would include amounts owing in respect of loans or advances under "The Municipal Improve-

ments Assistance Act, 1938", which are a liability due to Capital and Loan Fund. The name and amount owing to each fund, local authority or activity should be shown separately in the balance sheet; and care should be taken to see that the assets of the other funds, etc., are in agreement with the amounts shown here.

12. Premium on the sale of debentures (i.e., the excess of the selling price over the par value) which has not been amortized or otherwise taken into credit. **Unamortized Premium**

13. Liabilities, which are not of a current or liquid nature, other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Amounts due and owing on open account for labour, material, supplies, etc., and contractors' progress estimates in connection with capital undertakings, should be *included here*, as well as amounts due and owing to the *Dominion or Provincial Government* or to *other municipalities*. **Other Capital Liabilities**

14. The balance of amounts provided as a reserve for losses due to the inability to collect or realize the full book value of accounts receivable. This reserve is shown in the balance sheet as a deduction from the asset *Accounts Receivable* (item 3). **Reserves:**
For
Uncollectible
Accounts
Receivable

The balance of amounts credited to reserve account for depreciation against Utility Plant, which is also shown in the balance sheet as a deduction from the asset (item 9). Normally, such would represent depreciation provided according to common commercial practice (i.e., based on the normal period of usefulness of the asset, less scrap value). **For
Depreciation
(Utility
Plant)**

The *Reserve for Debentures Matured* or *Reserve for Retirement of Sinking Fund Debentures* are alternative accounts to the depreciation reserve and the use of same will depend on the procedure followed by the utility with respect to provision for depreciation. For instance, if the maturities of debenture principal in respect of serial debentures, or the reserve for retirement of sinking fund debentures, are considered to be the equivalent of depreciation, these accounts would not be used, as the amounts which otherwise would be credited thereto would be credited to the depreciation reserve account. But, if in addition to making provision for debt retirement, as just referred to, depreciation on a commercial basis is also provided for by the utility, either one or both of these accounts would be used, depending on the nature or type of the debentures outstanding; the first account would show the accumulated total of principal maturities in respect of serial debentures, and the second would show the equivalent thereto (reserve for retirement) in respect of sinking fund debentures. On this latter basis these reserve accounts actually represent capital surplus in addition to the amount shown under item 15 below. **For
Debentures
Matured**
**For Retirement
of
Sinking Fund
Debentures**

Reserves other than those specifically referred to should be kept separate and the exact nature or purpose of each clearly indicated in the balance sheet. **Other
Reserves**

Surplus

15. The amount by which the assets of the utility exceed the liabilities and reserves, which should be segregated as between *Capital Surplus* and *Earned Surplus*. The former would include contributions, grants or other donations towards the acquisition of utility plant as well as transfers out of earned surplus for capital construction work, and the latter would include the balance of unappropriated surpluses arising from earnings or operations.

FORM 10

PUBLIC UTILITY
Surplus (Deficit) Account

PUBLIC UTILITY
Surplus (Deficit) Account

For the Fiscal Year ended.....19... EXHIBIT VII(*)
(Day) (Month)

	Debit	Credit	Balance
1. Balance of Surplus (or Deficit) at Beginning of Year..	\$.....	\$.....	
2. Adjustments Affecting Operations of Previous Years: (Specify)—			
.....	
.....	
.....	
.....	
.....	
3. Balance after Above Adjustments			\$.....
4. Other Transactions Affecting Surplus: (Specify)			
.....	
.....	
.....	
.....	
.....	
5. Surplus or Deficit for Year under Review—Brought Forward from Utility Income and Expenditure Account, Exhibit VIII(*).....	
6. Surplus or Deficit Transferred to Revenue Fund (General Section) During Year under Review— Carried Forward to Revenue and Expenditure Account, Exhibit V.....	
7. Balance of Surplus or Deficit at End of Year—Carried Forward to Utility Balance Sheet, Exhibit VI(*).....	\$.....
8. Totals of Debit and Credit Columns.....	\$.....	\$.....	

* Letter designating type of utility should be shown here, such as (W) for a Water Supply System; (E) for Electric Light and Power; (SR) for Street Railway; or (CH) for Central Heating, as indicated on the Income and Expenditure statement, Exhibit VIII(W) (Form 11 on page 89).

PUBLIC UTILITY SURPLUS (DEFICIT) ACCOUNT

The purpose of this statement is to show the changes during the fiscal period in the surplus (or deficit) of the utility; thus it actually represents an analysis, in condensed form, of the general ledger account. Where *capital* and *earned* surplus are kept separate it should apply only to the latter.

1. The balance of the account at the beginning of the year, the amount of which would be shown in either the debit or credit column, as the case may be.

2. Adjustments directly affecting operations of previous years which should be summarized according to character and only the *net result of similar adjustments* shown in the statement.

3. Extend the balance of the account after giving effect to the adjustments shown under item 2.

4. Transactions affecting surplus, other than adjustments relating to operations of previous years or transfers to revenue fund, which should be summarized according to character and only the *net result of similar transactions* shown in the statement. These may be widely varied in character, such as transfers to or from reserve accounts, inventory write-offs or adjustments and other write-offs or adjustments relating to balance sheet accounts. Also, include transfers or contributions to *capital* surplus if such is kept separate.

5. The surplus or deficit from operations for the current fiscal year as shown by the Income and Expenditure Account, Exhibit VIII (Form 11 on page 89).

6. The portion of the surplus or deficit for either the current or previous years which was transferred to Revenue Fund (General Section) during the current fiscal year. The amount shown here should agree with that included under items 11 or 10 of the revenues or expenditures, respectively, in Exhibit V (Form 8 on page 45).

7. The balance of the account at the close of the year should be extended opposite this item and in addition entered in either the debit or credit column, as the case may be, so as to bring the totals of each into agreement. This balance should agree with the amount shown under item 14 of the assets or item 15 of the liabilities, as the case may be, in the Utility Balance Sheet, Exhibit VI (Form 9 on page 75).

FORM 11

WATER SUPPLY SYSTEM
Income and Expenditure Account

WATER SUPPLY SYSTEM*
Income and Expenditure Account

For the Fiscal Year ended.....19....
(Day) (Month)

INCOME

1. Sale of Water:

11. Residential		
111. Metered Sales.....	\$.....	
112. Flat Rate Sales.....		
	Sub-Total	\$.....
12. Commercial		
121. Metered Sales.....	\$.....	
122. Flat Rate Sales.....		
	Sub-Total
13. Industrial		
131. Metered Sales.....	\$.....	
132. Flat Rate Sales.....		
	Sub-Total
14. Public Authorities (other than own municipality)		
141. Metered Sales.....	\$.....	
142. Flat Rate Sales.....		
	Sub-Total
15. Own Municipality		
151. Metered Sales.....	\$.....	
152. Flat Rate Sales.....		
	Sub-Total
16. Other: (Specify)		
161. Irrigation Companies.....		
162. Private Fire Protection.....		
163. Hydrant Rentals or Public Fire Protection.....		
164. Sales to Other Water Utilities.....		
165.		
	Sub-Total	\$.....

2. Miscellaneous Income: (Specify)

21. Customers' Forfeited Discounts and Penalties.....	\$.....	
22. Servicing of Customers' Installations.....		
23.		
24.		
	Sub-Total

3. Provided by Municipality from Tax Levy:

31. General or Special Area Rates.....	\$.....	
32. Local Improvement Charges—Owners' Share.....		
	Sub-Total

4. Total Income.....\$.....

5. Deficit for Year (Excess of Expenditure over Income)—

Carried forward to Surplus (Deficit) Account, Exhibit VII.....

6. Grand Total Income Section.....\$.....

* Separate statements of Income and Expenditure should be prepared for each utility. Forms for other types of utilities are shown in Appendix "B" (Forms 38 to 45 on pages 172 to 187).

WATER SUPPLY SYSTEM*
Income and Expenditure Account

Form 11
(cont'd)

For the Fiscal Year ended.....19....
(Day) (Month)

EXHIBIT VIII (W)

EXPENDITURE

1. Administration and General	\$.....
2. Customers' Billing and Collecting
3. Water Purchased
4. Source of Supply:	
41. Maintenance.....	\$.....
42. Operation.....
	Sub-Total
5. Power and Pumping:	
51. Maintenance.....	\$.....
52. Operation.....
	Sub-Total
6. Purification:	
61. Maintenance.....	\$.....
62. Operation.....
	Sub-Total
7. Transmission and Distribution:	
71. Maintenance.....	\$.....
72. Operation.....
	Sub-Total
8. Other —Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
81.	\$.....
82.
83.
	Sub-Total
9. Depreciation
10. Debenture Debt Charges:	
101. Interest.....	\$.....
102. Serial Debentures—Principal Instalments.....
103. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
11. Total Expenditure	\$.....
12. Surplus for Year (Excess of Income over Expenditure)— Carried forward to Surplus (Deficit) Account, Exhibit VII.....
13. Grand Total Expenditure Section	\$.....

UTILITY INCOME AND EXPENDITURE ACCOUNT

Income and expenditures of utilities should be excluded from the general revenue and expenditure statement (Exhibit V on page 45), and a separate operating statement prepared for each, regardless of the method of financing operations or the method employed in the management and control of the enterprise. In other words, this procedure should be followed whether or not the operations are financed wholly or in part by the rates or charges to customers or through taxation by the municipality; and whether or not the utility is managed by a separate Board or Commission or under the direct control and management of the Municipal Council. Operations as referred to above include provision for debt retirement and interest on all debentures issued for utility purposes, as well as provision for depreciation and other fixed charges. Taxation as referred to above may be imposed in the form of a general rate applicable to the whole municipality, a special rate applicable to specific areas or sections of the municipality, or by means of frontage rates such as in the case of local improvement charges for watermains.

The explanations which follow apply particularly to a Water Supply System Income and Expenditure Account which is used as an illustrative example, but the general procedure will be the same for all other utilities for which draft statements are contained in Appendix "B" (Forms 38 to 45 on pages 172 to 187). These statements should not be confused as representing cash receipts and payments (or disbursements). Income should include the total rates or charges to customers and other miscellaneous revenues for or applicable to the fiscal year, whether or not actually received in cash; and expenditures should include the total costs of maintenance and operation, as well as other charges for or applicable to the fiscal year, whether or not actually paid for in cash.

INCOME

1. The total rates or charges to customers for water service for the fiscal year which should be classified according to the detail set out in the income and expenditure statement, and which for the most part will be found self-explanatory. It is pointed out, however, that item 14, *Public Authorities (other than own municipality)*, is to include income from water service to federal and provincial government agencies and to agencies of other municipal governments; and item 15, *Own Municipality*, is to include only the income derived from the supply of water service to departments or branches of the local municipal organization, including schools and other utilities, etc.

**Sale of
Water**

The foregoing does not apply to hydrant rentals or charges to the municipality for public fire protection, or to income derived from the sale of water to other municipalities on a wholesale basis which in turn redistribute the water to local customers, both of which should be shown separately under item 16.

**Miscellaneous
Income**

2. Income from miscellaneous sources, such as customers' forfeited discounts and penalties, servicing of customers' installations, and other miscellaneous items, such as for changing, connecting and disconnecting, and restoring a service, and profits on the sale of materials and supplies.

**Provided by
Municipality
from Tax
Levy**

3. Income from this source is complementary to and should be in agreement with the amount shown as an expenditure by the municipality under item 12 of Exhibit V on page 45. Such income arises from the fact that the municipality may provide out of general rates for all or part of the annual debt charges on debentures issued for utility purposes, or in some instances for a portion of the maintenance and operating expenses of the utility; and in some cases where the water service is provided only to customers residing within a specific or limited area of the municipality, the aforementioned amounts may be provided out of a special area rate. Irrespective of which situation applies, any such amounts included in the yearly tax levy should be included as income of the water utility. In addition the owners' share of any local improvement charges in respect of debentures issued for watermains or other water utility purposes should be included, inasmuch as the expenditures are to include the total debt charges on all debentures issued for water utility purposes.

4. The total income for the current fiscal year (items 1 to 3, inclusive).

**Deficit
for Year**

5. The amount by which item 10 of the expenditures exceeds item 4 above.

6. The total of items 4 and 5.

EXPENDITURES**Maintenance
and Operating
Costs**

1-8. The classification of items 1 to 7 provides for the distribution of maintenance and operating costs that is generally followed by both public and commercial utilities. It may be that some portion of the work or service involved in this regard may be performed by one or more of the municipal officials or departments along with their other duties, in which event an apportionment should be made, either on an actual or arbitrary basis, so as to charge the utility operations with a fair share of the expenditures.

Item 8 is for maintenance or operating expenses other than those included above, such as salaries and other expenses in connection with sales promotion. Also include in this item amounts paid or payable to the municipality in lieu of taxes for the current fiscal year; expenditures in this regard arise from the fact that in some provinces the property of utilities is exempt from taxation and voluntary contributions are made by the utility to the general revenues of the municipality.

Depreciation

9. Amounts provided as depreciation on utility plant and equipment and other fixed assets, *in addition to* provision for retirement of debentures issued for utility purposes, the latter of which is to be included in item 10 below.

10. The gross amounts provided for interest, principal instalments and sinking fund requirements in respect of all debentures issued for utility purposes, each of which amounts should be shown separately as provided for in the statement. This would include such debt charges on debentures issued either by the utility itself direct or by the municipality on its behalf; the latter amounts should be in agreement with amounts included in item 9 of both the revenues and expenditures in Exhibit V (Form 8 on page 45.)

**Debenture
Debt
Charges**

11. The total expenditures for the current fiscal year (items 1 to 10 inclusive).

12. The amount by which item 4 of the income exceeds item 11 above.

**Surplus
for Year**

13. The total of items 11 and 12.

FORM 12

HOUSING BALANCE SHEET

HOUSING BALANCE SHEET

As at.....19....
(Day) (Month)

ASSETS

1. Cash.....	\$.....
2. Accounts and Rents Receivable.....	\$.....
LESS: Reserve for Uncollectible Accounts and Rents Receivable—7 (71).....
	Net Total
3. Contracts Receivable.....	\$.....
LESS: Reserve for Uncollectible Contracts Receivable—7 (72).....
	Net Total
4. Properties Repossessed.....	\$.....
LESS: Reserve for Loss on Properties Repossessed—7 (73).....
	Net Total
5. Due from Other Funds: (Specify)	
51.	\$.....
52.
53.
	Sub-Total
6. Other Assets: (Specify)	
61.	\$.....
62.
63.
	Sub-Total
7. Deficit—Exhibit X(H).....
Total Assets.....	\$.....

HOUSING BALANCE SHEET

As at.....19....
(Day) (Month)

EXHIBIT IX (H)

LIABILITIES

1. Bank Overdraft.....	\$.....
2. Temporary Loans.....
3. Accounts Payable.....
4. Due to Capital and Loan Funds (General Section) for Debentures.
5. Due to Other Funds: (Specify)	
51.	\$.....
52.
53.
	Sub-Total
6. Other Liabilities: (Specify)	
61.	\$.....
62.
63.
	Sub-Total
7. Reserves—Other than deducted from Assets: (Specify)	
74.	\$.....
75.
	Sub-Total
8. Surplus—Exhibit X(H).....
Total Liabilities.....	\$.....

HOUSING BALANCE SHEET

ASSETS

- 1.** The balance of cash on hand or deposit, including imprest or petty cash funds. **Cash**
- 2.** Amounts due and owing by sundry persons, firms or corporations, other than governmental bodies, including unpaid rentals of properties repossessed. **Accounts and Rents Receivable**
- 3.** The balance of amounts owing under contract, mortgage, purchase agreement or other agreement of sale, by purchasers of housing properties. This item should reflect the total principal balance owing under all such contracts, including payments in arrears as well as interest thereon; but it should not include the capitalization of future interest payments due from purchasers on the basis of the original loan repayment schedule. (Although this latter account may be kept by some local authorities it should not be shown in the balance sheet.) **Contracts Receivable**
- 4.** The book value of properties repossessed from former purchasers by the local housing authority and which are available for re-sale or for occupancy on a rental basis until sold. **Properties Repossessed**
- 5.** Amounts due and owing by other funds of the municipality, including other local boards or commissions. The name and amount owing by each other fund, local authority or activity should be shown separately in the balance sheet, and care should be taken to see that the liabilities of the other funds, etc., are in agreement with the amounts shown here. **Due from Other Funds**
- 6.** Assets other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. These would *include* deferred and prepaid charges (e.g., unexpired insurance premiums), and accrued items (e.g., revenues earned but not yet due, such as accrued interest on contracts receivable), as well as amounts due and owing by the *Dominion or Provincial Government*, or by *other municipalities*. **Other Assets**
- 7.** The amount by which the liabilities and reserves exceed the assets. **Deficit**

LIABILITIES

- 1.** The amount by which the housing bank account(s) are overdrawn; provided, however, that only the net position should be shown, including cash on hand and imprest or petty cash funds. **Bank Overdraft**
- 2.** Amounts owing to banks or other sources as a result of *direct* borrowings by the housing authority for the purpose of temporary financing. *Do not include here borrowings or advances from the municipality or from other local authorities, or loans obtained by the municipality for and on behalf of the housing authority;* these should be shown under item 5 below. **Temporary Loans**

Accounts Payable

3. Amounts due and owing on open account to sundry persons, firms or corporations, other than governmental bodies.

Due to Capital and Loan Funds for Debentures

4. The housing authority's obligation in respect of debentures issued for or on its behalf by the municipality, which represents an amount due to the *Capital and Loan Fund*. This liability should be shown at an amount equal to the unmatured debenture debt for housing purposes, unless sinking fund debentures were issued, when it should be shown at an amount equal to the net debenture debt (i.e., the outstanding debt less the sinking fund held by the municipality as explained on page 12 in connection with the corresponding asset of the Capital and Loan Fund). Amounts owing to the municipality (revenue fund) for *past due* debenture and interest payments should be shown under item 5 below.

Due to Other Funds

5. Amounts due and owing to other funds of the municipality, including other local boards or commissions. The name and amount owing to each other fund, local authority or activity should be shown separately in the balance sheet; and care should be taken to see that the assets of the other funds etc., are in agreement with the amounts shown here.

Other Liabilities

6. Liabilities other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. These would *include* prepaid revenues (e.g., rents received or receivable in advance) and accrued items (e.g., accrued interest on loans, or accrued interest on debentures if such a practice is followed), as well as amounts due and owing to the *Dominion or Provincial Government*, or to *other municipalities*.

Reserves:

For
Uncollectible
Accounts and
Rents
Receivable

For
Uncollectible
Contracts
Receivable

For Loss on
Properties
Repossessed
Other

7. The balance of amounts provided as reserves for losses due to the inability to collect or realize the full book value of housing assets or for other purposes relating to housing activities. For the most part these would consist of *Reserve for Uncollectible Accounts and Rents Receivable*, *Reserve for Uncollectible Contracts Receivable* and *Reserve for Loss on Properties Repossessed*, each of which should be kept separate and shown in the balance sheet as deductions from the relative assets to which they apply. Other reserves should also be kept separate and the exact nature or purpose of each clearly indicated in the balance sheet.

Surplus

8. The amount by which the assets exceed the liabilities and reserves.

FORM 13

—

HOUSING
Surplus (Deficit) Account

HOUSING

Surplus (Deficit) Account

For the Fiscal Year ended.....19....
(Day) (Month)

EXHIBIT X (H)

	Debit	Credit	Balance
1. Balance of Surplus (or Deficit) at Beginning of Year..	\$.....	\$.....	
2. Adjustments Affecting Operations of Previous Years: (Specify)			
.....	
.....	
.....	
.....	
.....	
3. Balance After Above Adjustments.....			\$.....
4. Other Transactions Affecting Surplus: (Specify)			
.....	
.....	
.....	
.....	
.....	
5. Surplus or Deficit for Year Under Review—brought forward from Housing Income and Expenditure Account, Exhibit XI (H).....			
6. Surplus or Deficit Transferred to Revenue Fund (General Section) During Year Under Review—carried forward to Revenue and Expenditure Account, Exhibit V.....			
7. Balance of Surplus or Deficit at End of Year—carried forward to Housing Balance Sheet, Exhibit IX (H)...	\$.....
8. Totals of Debit and Credit Columns.....	\$.....	\$.....	

HOUSING SURPLUS (DEFICIT) ACCOUNT

The purpose of this statement is to show the changes during the fiscal year in the housing surplus (or deficit); thus it actually represents an analysis, in condensed form, of the general ledger account.

1. The balance of the account at the beginning of the year, the amount of which would be shown in either the debit or credit column, as the case may be.

2. Adjustments directly affecting operations of previous years which should be summarized according to character and only the *net result of similar adjustments* shown in the statement.

3. Extend the balance of the account after giving effect to the adjustments shown under item 2.

4. Transactions affecting surplus, other than adjustments relating to operations of previous years or transfers to revenue fund, which should be summarized according to character and only the *net result of similar transactions* shown in the statement. These may be widely varied in character, such as transfers to or from reserve accounts, profits or losses on the sale of repossessed properties and other write-offs or adjustments relating to balance sheet accounts.

5. The surplus or deficit from operations for the current fiscal year as shown by the Income and Expenditure Account, Exhibit XI (H) (Form 14 on page 107).

6. The portion of the surplus or deficit for either the current or previous years which was transferred to Revenue Fund (General Section) during the current fiscal year. The amount shown here should agree with that included under items 12 or 11 of the revenues or expenditures, respectively, in Exhibit V (Form 8 on page 45).

7. The balance of the account at the close of the year should be extended opposite this item and in addition entered in either the debit or credit column, as the case may be, so as to bring the totals of each into agreement. This balance should agree with the amount shown under item 7 of the assets or item 8 of the liabilities, as the case may be, in the Housing Balance Sheet, Exhibit IX (H) (Form 12 on page 97).

FORM 14

HOUSING

Income and Expenditure Account

Form 14

HOUSING
Income and Expenditure Account

For the Fiscal Year ended.....19....
(Day) (Month)

INCOME

1. Interest on Contracts Receivable.....	\$.....
2. Rentals.....
3. Miscellaneous Income: (Specify)	
31.	\$.....
32.
33.
	Sub-Total
4. Provided by Municipality from Tax Levy.....
5. Total Income.....	\$.....
6. Deficit for Year (Excess of Expenditure over Income) carried forward to Surplus (Deficit) Account, Exhibit X (H).....
7. Grand Total, Income Section.....	\$.....

Explanatory Notes:

This statement will be found self-explanatory if considered in conjunction with the general explanations on page 93, relating to utility income and expenditure accounts. It should be noted, however, that amounts due from purchasers for the repayment of principal on account of their contracts, mortgages or purchase agreements, as the case may be, should not be included as income; and that principal instalments or sinking fund requirements in respect of debentures or other capital debt should not be included as expenditures. Such transactions represent the repayment of capital in both instances and accordingly affect only the balance sheet accounts.

HOUSING

Income and Expenditure Account

For the Fiscal Year ended.....19....
(Day) (Month)

EXHIBIT XI (H)

EXPENDITURE

1. Administration and General.....	\$.....
2. Maintenance of Properties Repossessed.....
3. Taxes on Properties Repossessed.....
4. Other—Exclusive of Interest on Debentures or Other Capital Debt: (Specify)	
41.	\$.....
42.
43.
	Sub-Total
5. Interest on Debentures or Other Capital Debt.....
6. Total Expenditure.....	\$.....
7. Surplus for Year (Excess of Income over Expenditure) carried forward to Surplus (Deficit) Account, Exhibit X (H).....
8. Grand Total, Expenditure Section.....	\$.....

Similarly, any amounts provided by the municipality out of tax levies to meet the current year's cash deficiency in respect of principal requirements on capital borrowings should not be included as income. The total of any such advances out of revenue funds should be shown as a revenue fund asset and the amount provided out of revenue fund budget appropriations shown as a reserve against such advances, unless the amounts advanced are considered unrealizable and written off when a corresponding adjustment should be made in the housing balance sheet accounts (Debit—Due to Revenue Fund, and Credit—Reserve for Uncollectible Contracts Receivable) to bring the inter-fund accounts into balance.

FORM 15

CEMETERY BALANCE SHEET

CEMETERY BALANCE SHEET

As at.....19....
(Day) (Month)

ASSETS

1. Cash.....	\$.....
2. Accounts Receivable.....	\$.....
LESS: Reserve for Uncollectible Accounts Receivable—7(71).....
	Net Total
3. Cemetery Plots Held for Sale.....
4. General Fixed Assets—	
41. Land.....	\$.....
42. Buildings.....
43. Tools and Equipment.....
	Sub-Total \$.....
LESS: Reserve for Depreciation—7(72).....
	Net Total
5. Due from Other Funds: (Specify)	
51.	\$.....
52.
53.
	Sub-Total
6. Other Assets: (Specify)	
61.	\$.....
62.
63.
	Sub-Total
7. Deficit—Exhibit X(C).....
Total Assets.....	\$.....

CEMETERY BALANCE SHEET

As at.....19....
(Day) (Month)

EXHIBIT IX (C)

LIABILITIES

1. Bank Overdraft	\$.....
2. Temporary Loans
3. Accounts Payable
4. Due to Capital and Loan Funds (General Section) for Debentures..
5. Due to Other Funds: (Specify)	
51.	\$.....
52.
53.
	Sub-Total
6. Other Liabilities: (Specify)	
61.	\$.....
62.
63.
	Sub-Total
7. Reserves—Other than Deducted from Assets: (Specify)	
73.	\$.....
74.
	Sub-Total
8. Surplus—Exhibit X(C)	
81. Capital Surplus.....	\$.....
82. Earned Surplus.....
	Sub-Total
Total Liabilities	<u>\$.....</u>

CEMETERY BALANCE SHEET

Trust Funds held by the cemetery authorities, such as Perpetual Care Funds, Memorial or Endowment Funds, should not be shown in this balance sheet but included along with other trust funds in the hands of all local authorities of the municipal corporation in the Trust, Reserve and Agency Fund Balance Sheet, Exhibit II(c) (Form 5 on page 26).

ASSETS

- 1.** The balance of cash on hand or deposit, including imprest or petty cash funds. **Cash**
- 2.** Amounts due and owing by sundry persons, firms or corporations other than governmental bodies, including balances owing under term agreements covering sale of plots, crypts or space in columbariums. **Accounts Receivable**
- 3.** The book value of cemetery burial plots, crypts in mausoleums or space in columbariums which are held for sale for purpose of interment. **Cemetery Plots Held for Sale**
- 4.** Fixed or permanent assets of the cemetery, other than cemetery plots etc., held for sale as referred to in item 3 above, which should be shown according to the detail classification in the balance sheet. Include as "land" the capitalized value of trees, shrubs, driveways and other landscaping; and include as "buildings" the capitalized value of the superstructure of mausoleums or crematoriums if such is not included in the cost of crypts or space held for sale. All such assets acquired through debenture issues, any part of which are still unmatured, should be shown at cost. Assets acquired through debenture issues which have matured or are fully repaid, and those acquired through revenue fund budget appropriations of the municipality, or through private donations or endowments, should be shown at inventory or appraised value. **General Fixed Assets**
- 5.** Amounts due and owing by other funds of the municipality, including other local boards or commissions. The name and amount owing by each other fund, local authority or activity, should be shown separately in the balance sheet; and care should be taken to see that the liabilities of the other funds, etc., are in agreement with the amounts shown here. **Due from Other Funds**
- 6.** Assets other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Amounts due and owing by the *Dominion* or *Provincial Government* or by *other municipalities* should be included here. **Other Assets**
- 7.** The amount by which the liabilities, reserves and capital surplus exceed the assets. **Deficit**

LIABILITIES

- 1.** The amount by which the cemetery bank accounts are overdrawn; provided however, that only the net position of all such accounts should be shown, including cash on hand and imprest or petty cash funds. **Bank Overdraft**

**Temporary
Loans**

2. Amounts owing to banks or other sources as a result of *direct* borrowings by the cemetery authority for the purpose of temporary financing. *Do not include here borrowings or advances from the municipality or from other local authorities, or loans obtained by the municipality for and on behalf of the cemetery authority;* such should be reported under item 5 below.

**Accounts
Payable**

3. Amounts due and owing on open account to sundry persons, firms or corporations, other than governmental bodies.

**Due to
Capital
and Loan
Funds for
Debentures**

4. The cemetery authority's obligation in respect of debentures issued for or on its behalf by the municipality, which represents an amount due to the *Capital and Loan Fund*. The liability should be shown at an amount equal to the unmatured debenture debt for cemetery purposes, unless sinking fund debentures were issued, when it should be shown at an amount equal to the net debenture debt (i.e., the outstanding debt less the sinking fund held by the municipality as explained on page 12 in connection with the corresponding asset of the Capital and Loan Fund). Amounts owing to the municipality (revenue fund) for past due debenture and interest payments should be shown under item 5 below.

**Due to
Other
Funds**

5. Amounts due and owing to other funds of the municipality, including other local boards or commissions. The name and amount owing to each other fund, local authority or activity should be shown separately in the balance sheet; and care should be taken to see that the assets of the other funds, etc., are in agreement with the amounts shown here.

**Other
Liabilities**

6. Liabilities other than those specifically provided for, the exact nature of which should be clearly indicated in the balance sheet. Amounts due and owing to the *Dominion* or *Provincial Government* or to *other municipalities*, should be included here.

Reserves:

7. The balance of amounts provided as reserves for losses due to the inability to collect or realize the full book value of accounts receivable; for depreciation against general fixed assets; or for other purposes relating to cemetery activities. The *Reserve for Uncollectible Accounts Receivable* and *Reserve for Depreciation* should be shown in the balance sheet as deductions from the relative assets to which they apply. Other reserves should be kept separate and the exact nature or purpose of each clearly indicated in the balance sheet.

**For
Uncollectible
Accounts
Receivable****For
Depreciation**

The reserve for depreciation applies only to assets in respect of which debentures are still unmatured when it would represent an amount equal to the *proportion* of matured debenture principal applicable to such assets; or as applied to sinking fund debentures, it would correspondingly represent the *proportion* of the "reserve for retirement of sinking fund debentures" (actuarial requirements of the sinking fund) applicable to such assets. When the debentures have fully matured, the reserve should be transferred to Capital Surplus.

8. The amount by which the assets exceed the liabilities and reserves which should be segregated between *Capital Surplus* and *Earned Surplus*. The former would include contributions, grants, donations or endowments towards the acquisition of cemetery properties, as well as transfers out of earned surplus for the same purpose in addition to transfers from depreciation reserve when debentures have fully matured, as referred to under item 7 above; the latter would include the balance of unappropriated surpluses arising from earnings or operations. **Surplus**

CEMETERY

Surplus (Deficit) Account

For the Fiscal Year ended.....19....
(Day) (Month)

EXHIBIT X (C)

	Debit	Credit	Balance
1. Balance of Surplus (or Deficit) at Beginning of Year..	\$.....	\$.....	
2. Adjustments Affecting Operations of Previous Years: (Specify)			
.....	
.....	
.....	
.....	
3. Balance after Above Adjustments.....			\$.....
4. Other Transactions Affecting Surplus: (Specify)			
.....	
.....	
.....	
.....	
5. Surplus or Deficit for Year under Review—brought forward from Cemetery Income and Expenditure Account, Exhibit XI(C).....	
6. Surplus or Deficit Transferred to Revenue Fund (General Section) during year under review—carried forward to Revenue and Expenditure Account, Exhibit V.....	
7. Balance of Surplus or Deficit at End of Year—carried forward to Cemetery Balance Sheet, Exhibit IX(C)..	\$.....
8. Totals of Debit and Credit Columns.....	\$.....	\$.....	

CEMETERY SURPLUS (DEFICIT) ACCOUNT

The purpose of this statement is to show the changes during the fiscal year in the cemetery surplus (or deficit); thus it actually represents an analysis in condensed form of the general ledger account. Where capital and earned surplus are kept separate, it should apply only to the latter.

1. The balance of the account at the beginning of the year, the amount of which would be shown in either the debit or credit column, as the case may be.

2. Adjustments directly affecting operations of previous years, which should be summarized according to character and only the *net result of similar adjustments* shown in the statement.

3. Extend the balance of the account after giving effect to the adjustments shown under item 2.

4. Transactions affecting surplus, other than adjustments relating to operations of previous years or transfers to revenue fund, which should be summarized according to character and only the *net result of similar transactions* shown in the statement. These may be widely varied in character, such as transfers to or from reserve accounts and other adjustments or write-offs relating to balance sheet accounts.

5. The surplus or deficit from operations for the current fiscal year as shown by the Income and Expenditure Account, Exhibit XI (C) (Form 17 on page 121).

6. The portion of the surplus or deficit for either the current or previous years which was transferred to Revenue Fund (General Section) during the current fiscal year. The amount shown here should agree with that included under items 12 or 11 of the revenues or expenditures, respectively, in Exhibit V (Form 8 on page 45).

7. The balance of the account at the close of the year should be extended opposite this item and in addition entered in either the debit or credit column, as the case may be, so as to bring the totals of each into agreement. This balance should agree with the amount shown under item 7 of the assets or 8(82) of the liabilities, as the case may be, in the Cemetery Balance Sheet, Exhibit IX (C) (Form 15 on page 111).

FORM 17

CEMETERY

Income and Expenditure Account

CEMETERY
Income and Expenditure Account

For the Fiscal Year ended..... 19....
(Day) (Month)

INCOME

1. Sale of Plots	\$.....
2. Care of Plots
3. Burial Charges or Fees
4. Miscellaneous Income: (Specify)	
41.	\$.....
42.
43.
	Sub-Total
5. Provided by Municipality from Tax Levy
6. Total Income	\$.....
7. Deficit for Year (Excess of Expenditure over Income)—carried forward to Surplus (Deficit) Account, Exhibit X (C)
8. Grand Total, Income Section	\$.....

Explanatory Notes:

Accounting procedure for transactions of larger cemetery authorities demands special consideration as compared with that for most municipal activities, particularly in respect of capital employed in the undertaking, assets acquired out of such funds and the extent to which proceeds from the sale of plots, etc., should be included as income in any one year. Officials of municipalities affected should be guided by available texts on this subject, keeping in mind, however, the inter-fund rela-

CEMETERY
Income and Expenditure Account

For the Fiscal Year ended..... 19....
(Day) (Month)

EXHIBIT XI (C)

EXPENDITURE

1. Administration and General	\$.....
2. Maintenance and Care of Buildings, Plots and Grounds
3. Other —Exclusive of Debenture Debt Charges: (Specify)	
31.	\$.....
32.
33.
	Sub-Total
4. Debenture Debt Charges:	
41. Interest.....	\$.....
42. Serial Debentures—Principal Instalments.....
43. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
5. Total Expenditure	\$.....
6. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit X (C).....
7. Grand Total, Expenditure Section	\$.....

tionship between the cemetery authority and the municipality proper. To the extent that it may apply to the smaller cemetery authorities, particularly those which have no capital debt, this statement will be found self-explanatory if considered in conjunction with the general explanations on page 93, relating to utility income and expenditure accounts.

FORM 18

BALANCE SHEET FOR LOCAL AUTHORITIES
(Other than Utilities, Housing, Cemeteries or Schools)

BALANCE SHEET FOR LOCAL AUTHORITIES
(Other than Utilities, Housing, Cemeteries or Schools)

CAPITAL AND LOAN FUND

As at.....19....
(Day) (Month)

ASSETS

1. General Fixed Assets:	
11. Land.....	\$.....
12. Buildings.....
13. Equipment.....
	Sub-Total \$.....
Less: Reserve for Depreciation—4 (41).....
	Net Total \$.....
2. Due from Other Funds: (Specify)	
21.	\$.....
22.
23.
	Sub-Total
3. Other Assets: (Specify)	
31.	\$.....
32.
33.
	Sub-Total
Total Assets	<u><u>\$.....</u></u>

REVENUE FUND

As at.....19....
(Day) (Month)

ASSETS

4. Cash	\$.....
5. Accounts Receivable	\$.....
Less: Reserve for Uncollectible Accounts Receivable—10 (101).....
	Net Total
6. Due from Other Funds: (Specify)	
61.	\$.....
62.
63.
	Sub-Total
7. Other Assets: (Specify)	
71.	\$.....
72.
73.
	Sub-Total
8. Deficit—Exhibit XIII
Total Assets	<u><u>\$.....</u></u>

BALANCE SHEET FOR LOCAL AUTHORITIES
(Other than Utilities, Housing, Cemeteries or Schools)

EXHIBIT XII

CAPITAL AND LOAN FUND

As at.....19....
(Day) (Month)

LIABILITIES

1. Due to Capital and Loan Fund (General Section) for Debentures..	\$.....
2. Due to Other Funds: (Specify)	
21.	\$.....
22.
23.
	Sub-Total
3. Other Liabilities: (Specify)	
31.	\$.....
32.
33.
	Sub-Total
4. Reserves—Other than for Depreciation: (Specify)	
42.	\$.....
43.
	Sub-Total
5. Investment in Capital Assets.....
Total Liabilities.....	\$.....

REVENUE FUND

As at.....19....
(Day) (Month)

LIABILITIES

6. Bank Overdraft.....	\$.....
7. Accounts Payable.....
8. Due to Other Funds: (Specify)	
81.	\$.....
82.
83.
	Sub-Total
9. Other Liabilities: (Specify)	
91.	\$.....
92.
93.
	Sub-Total
10. Reserves—Other than for Uncollectible Accounts Receivable: (Specify)	
102.	\$.....
103.
	Sub-Total
11. Surplus—Exhibit XIII.....
Total Liabilities.....	\$.....

BALANCE SHEET FOR LOCAL AUTHORITIES

(Other than Utilities, Housing, Cemeteries or Schools)

The extent to which separate accounting records are maintained for special functions, boards, commissions or other local authorities will determine the need for and use of this balance sheet. For the most part the balance sheets of Capital and Loan Funds (General Section), Revenue Fund (General Section), Sinking Fund, and Trust, Reserve and Agency Funds together with those of Utilities, Housing and Cemeteries will include all assets, liabilities, reserves and surpluses of the unit of local government (with the exception of school authorities, to which special reference is made in the introductory remarks on page ix). In many instances, however, the assets and liabilities of Parks Boards, Public Libraries, Hospitals, Boards of Health, Welfare Boards or of other local activities or special functions, such as Working Capital Funds for asphalt plants, coal yards, etc., are not included in the aforementioned balance sheets; and too, in some cases, only the revenue fund assets and liabilities of these activities are segregated, while in others the segregation applies to those of the capital and loan fund as well.

Thus, in order to obtain a complete balance sheet picture, embracing all such activities of the local municipality, the assets and liabilities which are kept separate from the principal fund accounts must be reported and this balance sheet should be used to the extent necessary in this regard.

By reason of the wide variation of functions for which separate accounting records may be maintained, it is relatively impossible to provide specifically for all possible assets or liabilities; hence, reference should be made to the explanations relating to the other balance sheets for information and guidance in classifying them under their appropriate headings, so that they can be clearly and distinctly related to those of a similar nature in the course of consolidation in the Combined Balance Sheet, Exhibit I (Form 1 on page 1). It is of the greatest importance that amounts due from or to other funds, etc., are kept separate and reconciled in order to avoid duplication; and that amounts due from or to the Dominion Government, Provincial Government or other municipalities are also shown separately.

SURPLUS (DEFICIT) ACCOUNT	EXHIBIT XIII
INCOME AND EXPENDITURE ACCOUNT	EXHIBIT XIV
For Local Authorities	
(Other than Utilities, Housing, Cemeteries or Schools)	

Normally, separate "Surplus (Deficit) Accounts" and "Income and Expenditure Accounts" (or operating statements) should be prepared for each local authority or activity for which a balance sheet, Exhibit XII, is required. However, it may occur that while the balance sheet accounts of some local authorities are kept separate from the principal fund accounts, the operating accounts (revenues or income and expenditures) may not be kept separate but merged with the general revenues and expenditures as provided for in Exhibit V (Form 8 on page 45). In these cases it is not necessary to prepare separate operating statements, although they may be included in the report for information purposes. However, where only the *net* result of operations is carried into the revenue and expenditure account (general section), such as in the case of *parks or libraries when under separate boards, hospitals and working capital funds*, separate statements should be prepared in each case.

By reason of the variation in items of revenue, or income, and expenditures as between each different local authority or function for which a separate operating statement may have to be prepared and the limited extent to which such activities are found in municipal organizations it is not deemed practicable to outline a standard operating statement form. Such should conform to customary practice relating to each activity but following the general principles of inter-fund and inter-governmental relationship as provided for in the draft forms for other local activities which are specifically dealt with in this manual.

GENERAL FIXED ASSETS

Form 19

Land, Buildings, Plant and Equipment, and Municipal Improvements

As at.....19...
(Day) (Month)

SCHEDULE 1

Functional Classification (1)	Land (2)	Build- ings (3)	Plant and Equip- ment (4)	Other (5)	Total (6)
1. General Government:					
11. Civic Offices.....	\$.....	\$.....	\$.....	\$.....	\$.....
2. Protection to Persons and Property:					
21. Fire Department.....
22. Police Department.....
23. Court Houses, Jails, etc.....
24. Street Lighting.....
3. Public Works:					
31. Workshops, Yards and Other Build- ings.....
32. Bridges.....
33. Drains and Ditches.....
34. Grade Separations.....
35. Sidewalks.....
36. Streets and Roads.....
37. Subways and Tunnels.....
38. Viaducts.....
39. Waterways, Breakwaters, Harbour Development.....
4. Sanitation and Waste Removal:					
41. Comfort Stations.....
42. Garbage and Waste Collection and Disposal.....
43. Sewers.....
44. Sewage Treatment and Disposal.....
45. Street Cleaning and Flushing.....
5. Conservation of Health:					
51. Health Offices.....
52. Clinics.....
53. Laboratories.....
6. Public Welfare:					
61. Welfare Offices.....
62. Charitable Institutions.....
63. Hospitals.....
7. Recreation Services:					
71. Amusement Parks and Playgrounds..
72. Golf Courses.....
73. Skating Rinks and Arenas.....
74. Swimming Pools, Beaches and Baths.
8. Community Services:					
81. Art Galleries.....
82. Community Centres and Halls.....
83. Exhibitions and Fairs.....
84. Libraries.....
85. Markets.....
86. Museums.....
87. Parks.....
88. Tourist Camps.....
89. Weigh Scales.....
9. Miscellaneous, N.O.P.: (Specify)					
91.
92.
93.
Total General Fixed Assets—Item 1, Exhibit II.....	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>

Explanatory Notes: (Form 19)

This schedule shows the detail of general fixed assets in support of the corresponding item 1 of the Capital and Loan Funds Balance Sheet, Exhibit II (Form 2 on page 7). It is important that a record of all such assets of the municipality be maintained either in the general ledger accounts or by means of separate inventory records. This information also forms a very important and useful part of the annual financial report as it reflects the historical development of the municipality from the standpoint of providing facilities to meet the needs of the local citizenry.

The detail afforded by this schedule, which will be found self-explanatory, provides a two-way classification, namely, the functional use of the assets as well as the physical character. For the most part, these assets can be readily classified physically (i.e. as between land, buildings, equipment, etc.). Municipal improvements, such as items 32 to 39 and 43 actually indicate the physical nature of the assets, however, and thus should be shown in column (5).

DUE FROM OTHER MUNICIPALITIES FOR DEBENTURES ASSUMED

As at.....19....
(Day) (Month)

SCHEDULE 1 (a)

Classification of Debt Assumed (1)	Name of Municipality by which Assumed (2)	Gross Unmatured Debt Assumed			Reserve for Retire- ment of Sinking Fund Deben- tures (6)	Net Un- matured Debt Assumed (7)
		Serial Deben- tures (3)	Sinking Fund Deben- tures (4)	Total (5)		
1. General, Drainage, Local Improvements, or Schools: (Specify)						
.....	\$	\$	\$	\$	\$
.....
.....
.....
Total General, Drain- age, Local Improve- ments, or Schools....	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
2. Public Utilities: (Specify)						
.....	\$	\$	\$	\$	\$
.....
.....
.....
Total Public Utilities.	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
3. Institutional Services: (Specify)						
.....	\$	\$	\$	\$	\$
.....
.....
.....
Total Institutional Services.....	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Total Due from Other Municipalities for Debentures Assumed						
—Item 6, Exhibit II..	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Explanatory Notes: (Form 20)

This schedule shows the detail of amounts due from other municipalities for debentures assumed, in support of the corresponding item 6 of the assets in the Capital and Loan Funds Balance Sheet, Exhibit II (Form 2 on page 7). Such assumptions occur principally as a result of the annexation of territory or the joint undertaking of capital works, when the asset acquired out of the proceeds from the original issue of debentures is owned jointly by the municipality that issued the debentures and the municipality(s) that assumed or is responsible for a portion of the debt. Each municipality concerned should carry only its share of the capital undertaking as a general fixed asset; thus the municipality that issued the debentures should show an additional asset equivalent to the unmatured portion of the debt assumed by other municipalities, unless sinking fund debentures were issued when the asset would be represented by the portion of the debt assumed *less* the portion of the reserve for retirement of sinking fund debentures applicable thereto (See explanation of column (6) below). It will thus be seen that the asset appearing in the balance sheet should be represented by an amount equal to the total of column 3 or the total of column 7, depending on whether or not sinking fund debentures are involved.

Column (1)—The purpose for which the debentures were issued according to the debenture debt classification in Schedule 2 (Form 21 on page 134).

Column (2)—Name of the municipality which assumed the debt.

Column (3)—Amounts assumed in respect of debentures issued on the serial or instalment plan.

Column (4)—Amounts assumed in respect of debentures issued on the sinking fund plan.

Column (5)—The total of amounts shown in columns 3 and 4.

Column (6)—The portion of the *Reserve for Retirement of Sinking Fund Debentures* which stands to the credit of the portion of the sinking fund debentures assumed. (If 10% of a sinking fund debenture was assumed by another municipality, 10% of the "reserve" should be shown here.)

Column (7)—The difference between the amounts entered in columns 5 and 6, or in other words the net unmatured debt assumed (after deducting sinking funds applicable thereto).

ANALYSIS OF DEBENTURE DEBT

As at.....19....
(Day) (Month)

SCHEDULE 2

Debenture Debt Classification (1)	Gross Unmatured Debt (Excl. Unsold Debentures)			Reserve for Retire- ment of Sinking Fund Deben- tures (5)	Net Un- matured Debt (Exclud- ing Unsold Deben- tures) (6)	Unsold Debentures		
	Serial Deben- tures (2)	Sinking Fund Deben- tures (3)	Total (4)			Serial Deben- tures (7)	Sinking Fund Deben- tures (8)	
11. General:								
111. Capitalized Deficits.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	
112. Direct (Unemployment) Relief.....								
113. Hospitals.....								
114. Libraries.....								
115. Parks and Playgrounds.....								
116. All Other General Debt....								
12. Drainage (Other than General)...								
13. Local Improvements:								
131. Municipality's Share.....								
132. Owners' Share.....								
14. Schools:								
141. Elementary—								
1411. Public School.....								
1412. Continuation School.....								
1413. Separate School.....								
142. Secondary—High School and Collegiate.....								
143. Technical or Vocational....								
Total.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	
15. Public Utilities:								
151. Water Supply System'.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	
152. Electric Light and Power..								
153. Gas Supply System.....								
154. Street Railway.....								
155. Bus Lines.....								
156. Telephone System.....								
157. Central Heating.....								
158. Ferries.....								
159. Other: (Specify)								
1591. Airport.....								
1592.....								
1593.....								
Total Public Utilities.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	
16. Institutional Services:								
161. Housing.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	
162. Cemeteries.....								
163.....								
Total Institutional Services.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	
Grand Total Debenture Debt—								
Item I, Exhibit II.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	

Sinking Fund Surplus or Deficit.
Total Sinking Fund..... \$.....

Explanatory Notes: (Form 21)

This statement shows, in condensed form, an analysis of the debenture debt in support of the corresponding item 1 of the liabilities in the Capital and Loan Funds Balance Sheet, Exhibit II (Form 2 on page 7).

Column (1)—The classification of the debt on the basis of which the analysis should be made.

Column (2)—*Gross* unmatured debt represented by serial debentures, exclusive of any unsold.

Column (3)—*Gross* unmatured debt represented by sinking fund debentures, exclusive of any unsold.

Column (4)—The total of amounts entered in columns (2) and (3). The amounts appearing in this column and the total thereof should be in agreement with the corresponding amounts shown under item 1 of the liabilities in the Capital and Loan Funds Balance Sheet (Form 2 on page 7).

Column (5)—The actuarial requirements of sinking funds in respect of debentures shown in column 3, or in other words the same amounts as are shown under item 1 of the liabilities in the Sinking Fund Balance Sheet, Exhibit II (b) (Form 4 on page 19). Do not include here opposite individual or total items the surplus or deficit in the sinking fund; this should be shown below the *Grand Total* at the bottom of the statement and added only to the *Grand Total* to show the *Total Sinking Fund*.

Column (6)—The difference between the amounts entered in columns (4) and (5) or in other words the net unmatured debt, after deducting sinking funds.

Columns (7) and (8)—These are for memorandum purposes only with respect to unsold debentures. Although such are excluded from the debt figures it is important that they be reported. Serial debentures should be kept separate from sinking fund debentures and shown in the respective columns for each.

DOMICILIATION OF DEBENTURE DEBT

As at.....19....
(Day) (Month)

SCHEDULE 2 (a)

Payable In

- 1. Canada Only..... \$.....
- 2. London (England) Only.....
- 3. London (England) and Canada.....
- 4. New York Only.....
- 5. New York and Canada.....
- 6. London (England), New York and Canada.....
- 7. Other: (Specify)
.....
.....

Total Unmatured Debenture Debt as per Schedule 2..... \$.....

NOTE:—This statement is required only if any debentures are payable in other than Canadian Funds.

Explanatory Notes:

This schedule shows the “currency of payment” of the *unmatured* debenture debt, or in other words the portion of the debt payable in Canadian funds only as well as that payable, at the option of the holder or otherwise, in funds of other countries. Principal only should be included in this statement; the total should be in agreement with the gross unmatured debenture debt as shown by column 4 of Schedule 2 (Form 21 on page 134).

AVERAGE RATE OF INTEREST PAYABLE ON UNMATURED DEBENTURE DEBT

As at.....19...
(Day) (Month)

SCHEDULE 3

Rate of Interest % (1)	Amount of Debt Unmatured (2)	Annual Interest Extended (3)
1	\$	\$
1½
1½
1½
2
2½
2½
2½
3
3½
3½
3½
4
4½
4½
4½
5
5½
5½
5½
6
Other
.....
.....
.....
.....
.....
Total	\$	\$

**Average Rate of Interest Payable on
Unmatured Debenture Debt.....%**

Explanatory Notes:

This schedule provides an analysis of the unmatured debenture debt according to interest coupon rates and enables a calculation to be made of the average rate of interest payable on the total debt.

Column (1)—The various rates of interest on the basis of which the analysis of the unmatured debt should be made. Interest rates not specifically mentioned should be shown under "Other".

Column (2)—The amount of debt unmatured on which interest is payable at the respective rates shown in column (1).

Column (3)—The amount of one year's interest on each amount of unmatured debt shown in column (2) at the respective rate of interest applicable thereto.

The total of column (2) should be in agreement with the gross unmatured debenture debt as shown by column 4 of Schedule 2 (Form 21 on page 134).

The Average Rate of Interest Payable on the Unmatured Debenture Debt is obtained by dividing the *total annual interest* by the *total debt unmatured*.

ANALYSIS OF FUTURE DEBENTURE DEBT CHARGES BY YEARS

(Principal or Sinking Fund Requirements and Interest)

and

FUTURE PRINCIPAL MATURITIES OF SINKING FUND DEBENTURES

As at.....19...
(Day) (Month)

SCHEDULE 4

Analysis by Years (1)	Serial Debentures		Sinking Fund Debentures		Total		Principal Maturities of Sinking Fund Deben- tures (8)
	Principal (2)	Interest (3)	Sinking Fund Require- ments (4)	Interest (5)	Principal and Sinking Fund Require- ments (6)	Interest (7)	
1. General, Drainage, Local Improvements and Schools							
19....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
19....
19....
19....
19....
19.... to Maturity
Total	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
2. Public Utilities							
19....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
19....
19....
19....
19....
19.... to Maturity
Total	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
3. Institutional Services							
19....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
19....
19....
19....
19....
19.... to Maturity
Total	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
4. Total							
19....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
19....
19....
19....
19....
19.... to Maturity
Grand Total	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....

Explanatory Notes: (Form 24)

The purpose of this statement is to show the future principal or sinking fund requirements and interest in respect of the unmatured debenture debt at the close of the year under review, and in addition, the principal maturities of sinking fund debentures. The amounts required for debt retirement and interest in each of the next succeeding five years following the fiscal year under review and the total for the sixth and following years to maturity of the debt, are to be shown separately.

Column (1)—The basis on which the analysis is to be made.

Item 1—The amounts required for the years in question in respect of debentures issued for general purposes, drainage, local improvements and schools.

Item 2—The amounts required for the years in question in respect of debentures issued for utility purposes.

Item 3—The amounts required for the years in question in respect of debentures issued for institutional services—housing and cemetery purposes.

Item 4—The total of amounts included in sections 1, 2, and 3 for each of the years or periods in question.

Columns (2) and (3)—The amount of *principal* and *interest*, respectively, on serial debentures falling due (or maturing) in each of the years or periods in question.

Columns (4) and (5)—The amount of *sinking fund requirements* and *interest*, respectively, on sinking fund debentures for each of the years or periods in question.

Columns (6) and (7)—The total of amounts entered in columns (2) and (4), and (3) and (5), respectively, for each of the years or periods in question.

Column (8)—The amount of principal of sinking fund debentures falling due (or maturing) in each of the years or periods in question.

It will be noted that the total of columns (2) and (8) represents the total amount of the unmatured debenture debt at the close of the year under review, and should be in agreement with the Total of column (4) of Schedule 2 (Form 21 on page 134).

Form 25

DOMICILIATION OF FUTURE DEBENTURE PAYMENTS AND INTEREST COUPONS (COMBINED)

As at 19....
(Day) (Month)

SCHEDULE 4 (a)

Amount Payable In						19..... To	Total
	19.....	19.....	19.....	19.....	19.....	Maturity	
1. Canada Only.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
2. London (England) Only.....							
3. London (England) and Canada.....							
4. New York Only.....							
5. New York and Canada.....							
6. London (England), New York and Canada.....							
7. Other: (Specify)							
Total	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....

NOTE.—This statement is required only if any debentures or interest coupons are payable in other than Canadian Funds.

Explanatory Notes:

This schedule shows the "currency of payment" of debenture principal and interest falling due and payable in each of the next succeeding five years following the fiscal year under review, and the total for the sixth and following years to maturity of the debt. In other words, it shows the portion of principal and interest payable in Canadian funds only as well as that payable, at the option of the holder or otherwise, in funds of other countries. Annual sinking fund requirements are *not* to be included in this statement. It will thus be seen that the total for each year or period in question should equal the combined total of amounts for corresponding years shown in columns (2), (3), (5), and (8) under item 4 of Schedule 4 (Form 24 on page 138).

DUE TO OTHER MUNICIPALITIES FOR DEBENTURES
ASSUMED

As at.....19...
(Day) (Month)

SCHEDULE 4 (b)

Classification of Debt Assumed (1)	Name of Municipality from which Assumed (2)	Gross Unmatured Debt Assumed			Reserve for Retire- ment of Sinking Fund Debentures (6)	Net Un- matured Debt Assumed (7)
		Serial Deben- tures (3)	Sinking Fund Deben- tures (4)	Total (5)		
1. General, Drainage, Local Improvements, or Schools: (Specify)						
.....	\$.....	\$.....	\$.....	\$.....	\$.....
.....
.....
.....
Total General, Drainage, Local Improvements, or Schools.....		\$.....	\$.....	\$.....	\$.....	\$.....
2. Public Utilities: (Specify)						
.....	\$.....	\$.....	\$.....	\$.....	\$.....
.....
.....
.....
Total Public Utilities....		\$.....	\$.....	\$.....	\$.....	\$.....
3. Institutional Services: (Specify)						
.....	\$.....	\$.....	\$.....	\$.....	\$.....
.....
.....
.....
Total Institutional Serv- ices.....		\$.....	\$.....	\$.....	\$.....	\$.....
Total Due to Other Muni- cipalities for Debentures Assumed—Item 2, Exhi- bit II.....		\$.....	\$.....	\$.....	\$.....	\$.....

Explanatory Notes: (Form 26)

This schedule shows the detail of amounts due to other municipalities for debentures assumed, in support of the corresponding item 2 of the liabilities in the Capital and Loan Funds Balance Sheet, Exhibit II (Form 2 on page 7). While the municipality that issued the debentures shows the total debt as a liability, such being incurred in its name, the municipality(s) that assumed or is responsible for a portion of the debt should also show its share as a liability in order to reflect a true capital indebtedness on the same basis as if its own debentures were issued in the first instance. It will thus be seen that the liability appearing in the balance sheet should be shown at an amount equal to the total of column (3), or column (5), depending on whether or not sinking fund debentures are involved. If sinking fund debentures were assumed, the sinking fund balance sheet should show an asset for the amount held by the issuing municipality to the credit of the portion of the debt assumed, with a corresponding amount as the *reserve for retirement of sinking fund debentures* under the liabilities, which should be in agreement with the amounts shown in column (6) of this statement. (The asset and relative reserve accounts, if any, in respect of any such assumed liability should be set up and treated in the capital and loan fund balance sheet on the same basis as if debentures were actually issued).

- Column (1)—The purpose for which the debentures were issued according to the debenture debt classification in Schedule 2 (Form 21 on page 134).
- Column (2)—Name of the municipality from which the debt was assumed.
- Column (3)—Amounts assumed in respect of debentures issued on the serial or instalment plan.
- Column (4)—Amounts assumed in respect of debentures issued on the sinking fund plan.
- Column (5)—The total of amounts shown in columns (3) and (4).
- Column (6)—The portion of the *Reserve for Retirement of Sinking Fund Debentures* which stands to the credit of the portion of the sinking fund debentures assumed. (If 10% of a sinking fund debenture was assumed from another municipality, 10% of the "reserve" should be shown here).
- Column (7)—The difference between the amounts entered in columns 5 and 6, or in other words the net unmatured debt assumed (after deducting the sinking fund reserve applicable thereto).

AVERAGE RATE OF INTEREST PAYABLE ON UNMATURED DEBENTURES ASSUMED FROM OTHER MUNICIPALITIES

SCHEDULE 4(c)

ANALYSIS OF FUTURE DEBT CHARGES BY YEARS (Principal or Sinking Fund Requirements and Interest) and FUTURE PRINCIPAL MATURITIES OF SINKING FUND DEBENTURES ON DEBENTURES ASSUMED FROM OTHER MUNICIPALITIES

SCHEDULE 4(d)

These two schedules should also be prepared and included in the report wherever applicable. The form and content of each should be the same as Schedule 3 (Form 23 on page 137), and Schedule 4 (Form 24 on page 138), respectively.

In the case of Schedule 4(c) the interest rates used should be the coupon rates on the debentures as issued by the *other* municipality; and in the case of Schedule 4(d) the amounts of principal, interest, and sinking fund requirements should be shown at the relative proportion of the total annual requirements on account of the debentures issued by the *other* municipality. (If 10% of a debenture was assumed from another municipality, 10% of the total annual principal, interest, or sinking fund requirements should be shown in this statement.)

SUMMARY OF TAX (OR RATE) ROLL FOR THE YEAR 19...

SCHEDULE 5

Analysis of Levy (1)	Net Requirements Exclusive of Provision for Debt Charges (2)	Net Require- ments for Debt Charges (3)	Total Levy (4)
1. Taxes Levied for—			
11. Municipal Purposes:			
111. General Expenditures.....	\$.....	\$.....	\$.....
112. Unemployment Relief.....
12. School Purposes:			
121. Public School.....
122. Continuation School.....
123. Separate School.....
124. Secondary-High School and Collegiate
125. Technical or Vocational School.....
13. Direct Charges for Debentures:			
131. Local Improvements (Owners' Share
only).....
132. Tile Drainage.....
133. Other: (Specify)			
1331.
1332.
1333.
2. Total Taxation Revenue.....	\$.....	\$.....	\$.....
3. Charges or Taxes Placed on Tax (or Rate) Roll for Collection—			
31. Commuted Statute Labour.....	\$.....	\$.....	\$.....
32. Dog Tax.....
33. Municipal Telephone.....
34. Utility Rates Arrears.....
35. Weed Cutting.....
36. Other: (Specify)			
361.
362.
363.
4. Total Charges on Tax (or Rate) Roll for Collection	\$.....	\$.....	\$.....
5. Total Taxes Receivable—in respect of Current Year's			
Levies or Charges.....			\$.....
6. Prior Years' Assets Added to Current Roll—			
61. Arrears of Taxes.....		
62. Seed Grain Loans.....		
63. Other: (Specify)			
631.
7. Total Face Amount of Tax (or Rate) Roll.....			\$.....

Explanatory Notes: (Form 27)

This schedule shows the detail, in condensed form, of the total taxes levied for the year under review as well as other amounts placed on the yearly tax (or rate) roll for collection. Column (1) shows the purpose for which the taxes were levied on the basis of which the analysis should be made. Column (2) represents the net budgeted requirements (exclusive of debt charges) for the year under review (i.e., after deducting grants and other revenues from miscellaneous sources). Column (3) represents the net budgeted requirements for debenture debt charges after deducting recoverables, and applies only to debentures issued by the municipality (it does not apply to debentures issued by local school authorities direct for which the municipality levies and collects the taxes). Column (4) represents the total of columns (2) and (3) or the total taxes levied for the year under review.

- Item 1 (11)—The total taxes levied for municipal purposes. While the statutes may require that certain amounts must be provided by a special rate in addition to the general municipal rate, such as for County Rates in Ontario, Municipal Commissioners' Levy in Manitoba, or Union Hospital District Levy in Saskatchewan, these levies are to all intents for general municipal purposes and should be shown accordingly in this statement. See also instructions in this regard in Appendix "A" wherever applicable.
- Item 1 (12)—The total taxes levied for School Purposes. The amount shown in columns (2) and (3) should correspond with the amount shown as expenditures under items 7 and 9, respectively, in Exhibit V (Form 8 on page 45). See explanation in this regard on pages 70 and 71.
- Item 1 (13)—Direct charges on the yearly tax (or rate) roll for debentures such as Local Improvement Frontage Rates—Owners' Share, and charges for Tile Drainage debentures in Ontario.
- Item 2 —The total of items 1 (11 to 13 inclusive) which represents the total credit to Taxation Revenue for the year under review.
- Item 3 —Charges or taxes placed on the yearly tax (or rate) roll for collection. In addition to those specifically mentioned in the statement, the following should also be included:
- | | |
|---------------------|---|
| <i>Nova Scotia</i> | —Curb and Gutter, Sewer and Sidewalk Rates (if included in yearly tax (or rate) roll). |
| <i>Quebec</i> | —Municipal Mutual Insurance Company Levies. |
| <i>Manitoba</i> | —Greater Winnipeg Sanitary District Levy (if included in yearly tax (or rate) roll). |
| <i>Saskatchewan</i> | —Hail Insurance Tax Levy; Public Revenue Tax Levy; Wild Lands Tax Levy. (Telephone Tax Levy would be shown in item 3 (33).) |
| <i>Alberta</i> | —Social Service Tax Levy; Educational Tax Levy; Wild Lands Tax Levy; Hail Tax Levy; Hospital Tax Levy. |
- Item 4 —The total of item 3 (31 to 36 inclusive).
- Item 5 —The total of items 2 and 4 which represents the total of taxes receivable for the year under review, and should correspond with the amount shown for item 2 in Schedule 6 (Form 28 on page 144).
- Item 6 —Prior years' assets added to the current tax (or rate) roll, such as Arrears of Taxes or Seed Grain Loans. Amounts of this nature on the roll do not form part of either taxation revenue or taxes receivable. Hence, collections on that account should be kept separate from the current year's tax collections reported under item 6 in Schedule 6 (Form 28 on page 144).
- Item 7 —The total of items 5 and 6 which represents the grand total of all amounts included in the yearly tax (or rate) roll.

TAXES RECEIVABLE

As at.....19...

(Day)

(Month)

SCHEDULE 6

Detail (1)	Total (2)	Current Year's Levy 19.... (3)	19.... (4)	Prior Years' Arrears 19.... 19.. & Prior (5) (6)	
1. Balance January 1, 19.... (including penalties and interest)	\$.....	\$.....	\$.....	\$.....	\$.....
2. Current Year's Levy.....
3. Penalties or Interest Added...
4. Other: (Specify)
5. Total Debits.....	\$.....	\$.....	\$.....	\$.....	\$.....
6. Tax Collections—					
61. Cash (Taxes only).....	\$.....	\$.....	\$.....	\$.....	\$.....
62. Discounts Allowed.....
63. Penalties or Interest.....
7. Total Collections.....	\$.....	\$.....	\$.....	\$.....	\$.....
8. Transferred to Tax Sale Account
9. Transferred to Tax Arrears Agreements.....
10. Adjustments re: Cancellations or Reductions, etc.....
11. Other: (Specify).....
12. Total Credits.....	\$.....	\$.....	\$.....	\$.....	\$.....
13. Balance December 31, 19....—
Item 8, Exhibit III.....	\$.....	\$.....	\$.....	\$.....	\$.....

Explanatory Notes: (Form 28)

This schedule shows details of transactions relating to *current* and *arrears of taxes* during the year under review and supports the corresponding items 8 (81) and (82) in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). Column (1) shows the detail on the basis of which the analysis should be made, the various items in which are explained below. Column (2) is for the totals of transactions relating to both current and arrears of taxes combined which are obtained by adding together the amounts entered opposite each item of the detail in columns (3), (4), (5), and (6). Column (3) is for the detail of transactions relating to the current year's levy and columns (4), (5), and (6) are for details relating to prior years' arrears, respectively.

- Item 1 —Tax arrears outstanding, including penalties and interest, at the beginning of the year.
- Item 2 —Taxes levied for the year under review. This should agree with the Total Taxes Receivable as shown in Schedule 5 (Form 27 on page 142).
- Item 3 —Amount added, charged or accrued during the year under review, (whether or not collected), in respect of penalties that may be added by by-law of the municipality, or in respect of interest or penalties that are specifically required to be added by statute.
- Item 4 —Use only if necessary as in case of arrears on properties previously transferred to tax sale account which were not sold or purchased by the municipality either at the original or adjourned sale, which would necessitate the transfer of such arrears back to the taxes receivable ledgers.
- Item 5 —Total of items 1, 2, 3 and 4.
- Item 6 (61)—Actual cash collected during the year under review on account of both current and arrears of taxes, but excluding penalties or interest thereon collected, which should be shown under item 6 (63) below.
- Item 6 (62)—Discounts allowed during the year under review for either the prepayment or prompt payment of *current taxes*. If any discounts are allowed on account of prior years' arrears such should be shown under item 11 below.
- Item 6 (63)—Actual cash collected during the year on account of penalties or interest in respect of both current and arrears of taxes.
- Item 7 —Total of items 6 (61), (62) and (63).
- Item 8 —Taxes, including penalties or interest, which were transferred to tax sale account, in respect of properties included in the tax sale for the current year. See complementary item 1 in section (b) of Schedule 9 (Form 31 on page 148).
- Item 9 —Taxes, including penalties or interest, which were transferred during the year under review to tax arrears agreements, or what are known and referred to in some provinces as "tax consolidation" accounts. See complementary item 2 of Schedule 7 (Form 29 on page 146).
- Item 10 —Reductions or cancellations during the year under review in respect of both current and arrears of taxes.
- Item 11 —Other credits to taxes receivable accounts, such as discounts allowed on account of prior years' arrears, as referred to above.
- Item 12 —Total of items 7, 8, 9, 10, and 11.
- Item 13 —The difference between the total debits and the total credits as shown for items 5 and 12 respectively, which represents the amount of taxes outstanding, including penalties and interest thereon, at the close of the year. The amount shown for this item in column (2) should be in agreement with the total of items 8 (81) and (82) of the assets in the Revenue Fund Balance Sheet (Form 6 on page 31).

TAX ARREARS AGREEMENTS

As at.....19...

(Day)

(Month)

SCHEDULE 7

1. Balance January 1, 19..	\$.....
2. Transferred from Taxes Receivable
3. Penalties or Interest Added
4. Other: (Specify)
.....
5. Total Debits	\$.....
6. Collections	\$.....
7. Adjustments re: Cancellations or Reductions, etc.
8. Other: (Specify)
.....
9. Total Credits
10. Balance December 31, 19.., Item 8, Exhibit III	\$.....

Form 30

PROPERTY ACQUIRED FOR TAXES

As at.....19...

(Day)

(Month)

SCHEDULE 8

(a) Subject to Redemption	(b) Deeded to Municipality
1. Balance January 1, 19.....	1. Balance January 1, 19.....
\$.....	\$.....
2. Purchased at Tax Sale During Year	2. Deeded During Year
.....
3. Total Debits	3. Other: (Specify)
\$.....
4. Redemptions	4. Total Debits
\$.....	\$.....
5. Returned to Taxes Receivable or Agreements	5. Sales of Property
.....
6. Deeded to Municipality	6. Other: (Specify)
.....
7. Total Credits	7. Total Credits
\$.....	\$.....
8. Balance December 31, 19...—	8. Balance December 31, 19...—
Item 9, Exhibit III.....	Item 9, Exhibit III.....
\$.....	\$.....
Total of Items (a) 8 and (b) 8.....	
\$.....	

Explanatory Notes: (Form 29)

This schedule shows details of transactions relating to amounts outstanding under agreements that have been entered into for the consolidation of tax arrears, in support of the corresponding item 8(83) in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). The transactions reflecting changes in this account during the year are, for the most part, the same as those reflecting changes in taxes receivable accounts. Hence the instructions on page 145 relating to the latter should be referred to in conjunction with the preparation of this schedule. In some instances it is not possible to separate principal and interest payments under such consolidation agreements; thus item 6 above would include the total "cash" collections. Any discounts allowed, however, should be shown under item 8. *Do not include in this statement any transactions relating to amounts outstanding under agreements arising from the sale of municipally-owned property, as shown under item 3(32) of the Revenue Fund Balance Sheet.*

Explanatory Notes: (Form 30)

This schedule shows details of transactions relating to properties acquired by the municipality at tax sales (or tax certificate registration) or other similar procedure in any province for the same purpose, in support of item 9 in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). The two sections of the schedule refer (a) to those properties which are still subject to redemption by the former owners or other interested parties and (b) to those properties for which the period of redemption has expired and title is vested in the name of the municipality. All properties in the latter category should be included in this section of the schedule, even though the tax title deeds have not actually been executed or registered by the municipality.

(a) Subject to Redemption

- Item 1—Taxes and other charges against properties purchased by the municipality at tax sale(s) held during the previous year, in respect of which the period of redemption extends into the current year.
- Item 2—Taxes and other charges against properties purchased by the municipality at tax sale(s) held during the current year. See complementary items 4 and 7 in sections (a) and (b) respectively of Schedule 9 (Form 31 on page 148).
- Item 3—Total of items 1 and 2.
- Item 4—Redemptions during the current year, in respect of properties included in items 1 or 2 above.
- Item 5—Taxes and other charges returned to taxes receivable or agreements, as the case may be, in respect of properties for which redemption from tax sale is arranged by instalments, wherever such is permissible.
- Item 6—Amount against properties included in items 1 or 2 above, for which the period of redemption expired during the current year. These properties are to be transferred to section (b) of this statement (item 2) even though, as previously noted, the deeds have not actually been executed or registered.
- Item 7—Total of items 4, 5 and 6.
- Item 8—The difference between the total debits and the total credits as shown by items 3 and 7, respectively, which represents the balance of amounts against properties purchased at tax sale(s) during the current year, in respect of which the period of redemption extends to a date in the next succeeding year.

(b) Deeded to Municipality

- Item 1—Book value at the beginning of the year of properties acquired by the municipality at tax sale(s) held in previous years, in respect of which the period of redemption has expired.
- Item 2—Amount transferred from section (a) of this statement. See item 6 of section (a) and notes above in this respect.
- Item 3—Use only if necessary, such as in case of total proceeds from the sale of properties amounting to more than the purchase price (taxes plus costs at tax sale) or other book value of the properties sold, in which event the amount of the excess represents a profit to be transferred to surplus or reserve account, or otherwise disposed of. The total proceeds from sales would, in the first instance, be shown under item 5 below; thus to balance or close out the property ledger account, a transfer of the profit realized must be made as referred to above.
- Item 4—Total of items 1, 2, and 3.
- Item 5—Selling price of all properties sold by the municipality during the current year, whether at a profit or loss in relation to the purchase price or other book value.
- Item 6—Complementary to item 3 above, except that it should include net total losses arising from the sale of properties; and in addition other net adjustments such as for revaluation of properties.
- Item 7—Total of items 5 and 6.
- Item 8—The difference between the total debits and the total credits as shown by items 4 and 7, respectively, which represents the book value at the close of the year of such properties still held by the municipality.
- Items (a) 8 and (b) 8 should be in agreement with items 9(91) and (92), respectively, of the assets in the Revenue Fund Balance Sheet (Form 6 on page 31).

TAX SALE ACCOUNT

As at.....19...
(Day) (Month)

SCHEDULE 9

(a) Adjourned Sale of Previous Year (if any)	(b) Tax Sale of Current Year
1. Balance January 1, 19..... \$.....	1. Transferred from Taxes Receivable..... \$.....
2. Sales to Public..... \$.....	2. Costs or Fees Added.....
3. Taxes not realized on Sales to Public.....	3. Other: (Specify).....
4. Purchased by Municipality ..	4. Total Debits..... \$.....
5. Total Credits..... \$.....	5. Sales to Public..... \$.....
6. Balance Returned to Taxes Receivable..... \$.....	6. Taxes Not Realized on Sales to Public.....
or	7. Purchased by Municipality ..
7. Balance December 31, 19... (if adjourned to following year)..... \$.....	8. Total Credits..... \$.....
	9. Balance Returned to Taxes Receivable..... \$.....
	or
	10. Balance December 31, 19... (if adjourned to following year)..... \$.....

Explanatory Notes:

This schedule shows details of transactions relating to tax sale(s) held during the current year, and would be in support of the corresponding asset, if any, carried forward which would be included under item 12 of the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

Part (a) of the schedule applies to the tax sale of the previous year only if adjourned to the current year and shows the disposition of the properties included in the adjourned sale. For the most part it will be found self-explanatory. It should be noted, however, that when properties are sold for less than the total of taxes, costs, etc., the amount *not* realized should be written off as a direct loss arising from the tax sale and the credit to tax sale account shown here under item 3. Also, it should further be noted that if a tax sale cannot be adjourned a second time and if any properties are not sold at the first adjourned sale or purchased by the municipality thereat, the taxes in respect of such properties should be returned to taxes receivable account, under which circumstances item 6 of this statement would be used. See complementary item 4 of Schedule 6 (Form 28 on page 144). If, however, it is permissible, and a tax sale is readjourned, the balance should be carried forward to the next year and shown accordingly under item 7 of this statement.

Part (b) applies only to the tax sale of the current year and will be found self-explanatory in its entirety if considered along with the explanations given above and with those on pages 145 and 147 relating to Schedules 6 and 8, respectively. If the sale is adjourned to a date within the current year, sufficient detail is provided to show the results of both the original and adjourned sales. Hence, all transactions relating to the one or both sales, as the case may be, should be summarized according to the detail shown.

ANALYSIS OF DEBENTURE DEBT CHARGES RECOVERABLE

For the Fiscal Year ended.....19...
(Day) (Month)

SCHEDULE 10

Recoverable from (1)	Debt Classification (2)	Interest (3)	Serial Debentures—Principal Instalments (4)	Sinking Fund Debentures—Sinking Fund Requirements (5)	Total Debenture Debt Charges Recoverable (6)
1. Other Municipalities: (Specify)					
.....	\$.....	\$.....	\$.....	\$.....
.....
.....
2. Private Persons, Firms or Corporations: (Specify)					
.....
.....
.....
.....
3. Sub-Total.....		\$.....	\$.....	\$.....	\$.....
4. Public Utilities—					
Total as per Schedule 11.....	
5. Institutional Services—					
Total as per Schedule 11.....	
6. Total Debt Charges Recoverable—Item 9, Exhibit V.....		\$.....	\$.....	\$.....	\$.....

Explanatory Notes:

This schedule shows the detail in support of item 9 of the Revenues, Exhibit V (Form 8 on page 45), and will be found self-explanatory, for the most part, if considered in conjunction with the explanations on page 56 relating thereto. The total debenture debt charges are to be shown in Schedule 11 (Form 33 on page 150) and this statement is provided to show the portion thereof recoverable from other municipalities, persons, firms or private corporations as well as the total recoverable from utilities and institutional services (housing and cemeteries).

- Column (1)—The source from which the debt charges are recoverable.
- Column (2)—The purpose for which the debentures were issued according to the debenture debt classification (see Schedule 11 on page 150) which applies only to items 1 and 2 as the debt charges on debentures issued for utility and institutional (housing and cemetery) purposes, items 4 and 5 respectively, are to be shown in Total only.
- Column (3)—The amount recoverable in respect of the total debenture interest falling due in the year under review.
- Column (4)—The amount recoverable in respect of the total principal instalments on serial debentures falling due (or maturing) in the year under review.
- Column (5)—The amount recoverable in respect of the total sinking fund requirements for the year under review.
- Column (6)—The total amount recoverable in respect of the total debenture debt charges for the year under review, (the total of amounts shown in columns (3), (4), and (5)).

ANALYSIS OF DEBENTURE DEBT CHARGES

For the Fiscal Year ended.....19...
(Day) (Month)

SCHEDULE 11

Debenture Debt Classification (1)	Interest (2)	Serial Deben- tures Principal Instal- ments (3)	Sinking Fund Deben- tures— Sinking Fund Require- ments (4)	Total Deben- ture Debt Charges (5)
1. Debentures Issued:				
11. General—				
111. Capitalized Deficits.....	\$.....	\$.....	\$.....	\$.....
112. Direct (Unemployment) Relief.....
113. Hospitals.....
114. Libraries.....
115. Parks and Playgrounds.....
116. All Other General Debt.....
12. Drainage (Other than General).....				
13. Local Improvements—				
131. Municipality's Share.....
132. Owners' Share.....
14. Schools—				
141. Elementary—				
1411. Public School.....
1412. Continuation School.....
1413. Separate School.....
142. Secondary—High School and Collegiate.....
143. Technical or Vocational.....
Total.....	\$.....	\$.....	\$.....	\$.....
15. Public Utilities—				
151. Water Supply System.....	\$.....	\$.....	\$.....	\$.....
152. Electric Light and Power.....
153. Gas Supply System.....
154. Street Railway.....
155. Bus Lines.....
156. Telephone System.....
157. Central Heating.....
158. Ferries.....
159. Other: (Specify)
1591. Airport.....
1592.
1593.
Total Public Utilities.....	\$.....	\$.....	\$.....	\$.....
16. Institutional Services—				
161. Housing.....	\$.....	\$.....	\$.....	\$.....
162. Cemeteries.....
163.
Total Institutional Services.....	\$.....	\$.....	\$.....	\$.....
Total Debt Charges on Debentures Issued.....	\$.....	\$.....	\$.....	\$.....
2. Debentures Assumed from Other Munici- palities:—(Specify name of municipality and purpose for which issued according to above classification)—				
.....	\$.....	\$.....	\$.....	\$.....
.....
.....
.....
Total Debt Charges on Debentures Assumed.....	\$.....	\$.....	\$.....	\$.....
3. Total Debenture Debt Charges, Item 9(91), Exhibit V.....				
	\$.....	\$.....	\$.....	\$.....

Explanatory Notes: (Form 33)

This schedule shows the detail in support of item 9(91) of the Expenditures, Exhibit V (Form 8 on page 45) and will be found self-explanatory, for the most part, if considered in conjunction with the explanations on page 71 relating thereto.

Column (1)—The debenture debt classification on the basis of which the debt charges should be analysed.

Item 1—Applies only to debentures issued by the reporting municipality.

Item 2—Applies to debt charges on debentures assumed from other municipalities for which, as noted in the statement, the name of the municipality should be shown as well as the purpose for which the debentures were issued according to the detail classification of the debenture debt shown under item 1. All such debt charges should be included here on the same basis as if the debentures were actually issued by the reporting municipality in the first instance.

Column (2)—The total amount of debenture interest falling due in the year under review.

Column (3)—The total amount of principal on serial debentures falling due (or maturing) in the year under review.

Column (4)—The total amount of sinking fund requirements for the year under review.

Column (5)—The total of amounts shown in columns (2), (3), and (4).

APPENDIX "A"

PROCEDURE FOR REPORTING JOINT OR SPECIAL EXPENDITURES AND OTHER SPECIAL MUNICIPAL ACTIVITIES

The general explanations in the body of the text relating to Assets and Liabilities, Revenues and Expenditures and their supporting schedules, are designed to cover normal local activities more or less common to municipal organizations throughout Canada. The following instructions supplement the foregoing material by outlining the procedure to be followed where special activities are involved, or where peculiarities exist in municipal organization.

NOVA SCOTIA

1. Frontage taxes, or rates or sums in lieu of frontage taxes, covering either construction or installation, or operation and maintenance of these services should be reported as follows: **Curb and Gutter, Sidewalk and Sewer Rates**

Unpaid Rates (Asset)—Any rates unpaid at the close of the fiscal year should be set up as an asset and reported under item 3, *Accounts Receivable* in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

Deferred Revenue (Liability)—When the total amount of any such rates which may be paid in instalments over a period of years (such as for construction or installation) is set up as an asset, the offsetting credit should be made to a "Deferred Revenue" account and shown under item 10, *Other Liabilities* in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

Revenue—The amount of such rates due and payable in the current fiscal year, whether for construction or installation, or operation and maintenance, should be included in item 6, *Service Charges*, in the Revenue and Expenditure Account, Exhibit V (Form 8 on page 45).

The foregoing instructions are based on the assumption that the annual frontage taxes or rates, or sums in lieu of frontage taxes, are not entered in the yearly tax (or rate) roll against the respective properties liable for payment thereof, but that such rates are billed and collected independently of the ordinary municipal taxes. If, however, the practice is followed of including the amounts due each year in the yearly tax (or rate) roll, the asset representing unpaid rates would automatically be reflected in item 8, *Taxes Receivable*; and there would be no deferred revenue account, as the total of amounts entered in the roll would be credited direct to the revenue account, item 6, *Service Charges*.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), any such amounts appearing in the roll should be shown under item 3(36).

**Joint
Expenditure
Boards or
Committees
(Share of
Total
Charges)**

2. Expenditures incurred by any municipality for the benefit of the county, or for the joint benefit of such municipality and any other municipality, including towns and cities, should be kept separate from all other expenditures, as should also any revenue from miscellaneous sources which accrues to the joint benefit of such municipalities in the same manner as do the expenditures. Each municipality, including towns and cities, should show *only its share* of the net total joint expenditures, as apportioned by the local board or committee, under item 14 of the expenditures in Exhibit V (Form 8 on page 45), as referred to on page 72 of the instructions. (It is to be noted in this connection that such joint expenditures should *exclude* the city, town, or county municipality's share of the amount fixed as a contribution to the Municipal School Fund, which is to be reported under item 7 of the expenditures as referred to in the instructions on page 71).

The municipality that originally incurred the expenditures should supplement the ordinary Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45) with an additional statement showing the revenues and expenditures on joint account, the form for which is shown on page 168.

Also, each county municipality should ascertain and report the assets and liabilities outstanding at the close of the fiscal year in respect of such Joint Expenditure Boards or Committees, and either incorporate them in the Capital and Loan Fund, Sinking Fund, or Revenue Fund Balance Sheet, as the case may be, or report them by means of a separate balance sheet, such as prescribed for miscellaneous local authorities or activities (Form 18 on page 125), so as to make possible a consolidation of all assets and liabilities in the Combined Balance Sheet, Exhibit I (Form 1 on page 1).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the amount levied for joint expenditure by each municipality, including towns and cities, should be included in item 1(11-111).

**Poor
District
Rates**

3. The total amount *levied* by the municipality for Poor District Rates should be shown separately as an expenditure under item 14 in Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72. Expenditures made or incurred by the municipality on behalf of each Poor District, which are chargeable against the respective levies, should be kept separate from all other expenditures, and these should be reported by means of a special statement separate and apart from the ordinary Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45). The form for such a special statement is shown on page 170.

If, instead of the municipality making the expenditures for and on behalf of the Poor Districts, as referred to in the foregoing, amounts are paid periodically, as may be required, to the Overseers of Poor, who in turn incur the expenses and pay the bills, the municipality should ascertain the exact standing of all poor district accounts at the close of each year so as to be able to prepare the special statement referred to, as shown on page 170, covering poor district operations. Also, the municipality should ascertain from the Overseers of Poor the amount of any assets or liabilities outstanding at the close of the fiscal year, in respect of each such Poor District, and either incorporate them in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31), or report them by means of a separate balance sheet, such as prescribed for miscellaneous local authorities or activities (Form 18 on page 125), so as to make possible a consolidation of all assets and liabilities in the Combined Balance Sheet, Exhibit I (Form 1 on page 1).

The balance of levies for Poor District Rates in excess of expenditures by the municipality in respect thereof, or in excess of amounts paid by the municipality to Overseers of Poor, should be shown as "Deferred Revenue—Poor District Rates" under item 10, *Other Liabilities*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). And similarly, expenditures by the municipality in respect of Poor Districts, or amounts paid by the municipality to Overseers of Poor, in excess of the amounts levied for Poor District Rates, should be shown as "Deferred Expenditure—Poor District Rates", under item 12, *Other Assets*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). If any assets or liabilities of Poor Districts at the close of the year are included in the Revenue Fund Balance Sheet, it should be borne in mind that either the *deferred expenditure* or the *deferred revenue* account will be affected, and these should be adjusted accordingly (excess of assets over liabilities—a credit to deferred revenue; or excess of liabilities over assets—a debit to deferred expenditure).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total of amounts levied for Poor District Rates should be included in item 1 (11-111).

4. The amount of Provincial Highway Tax due and payable to the Provincial Government for the year under review should be shown separately as an expenditure under item 14 in Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72. Although, in the case of municipalities, the amount due and payable for Highway Tax in any one year is based partly on capitation (poll) and partly on assessed value of real property and income, it nevertheless forms part of the general municipal levy and should be reported accordingly in the revenue statement. Any unpaid balance due the province at the close of the year should be shown under item 6, *Due to Province*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

**Provincial
Highway
Tax**

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the levy for Provincial Highway Tax should be included in item 1(11-111).

**District or
Special
Area Rates
(Other than
Poor
Districts)**

5. Levies, expenditures, and other transactions relating to any such Districts or Special Areas should be treated in the same manner as Poor District Rates, as explained on page 154.

**Village
Commission-
ers' Rates**

6. Levies, expenditures, and other transactions relating to any such rates levied for and on behalf of Village Commissioners should be treated in the same manner as Poor District Rates, as explained on page 154, except that it is not necessary to prepare a special statement relating to their operations, or to incorporate their assets and liabilities in the municipal statements, as the activities of Village Commissioners do not come within the jurisdiction of the municipal corporation.

NEW BRUNSWICK

Counties

1. Some slight departure from the general procedure will have to be followed by counties in New Brunswick in reporting revenues as provided for in Exhibit V (Form 8 on page 45). Item 1, *Taxation* (Revenue) should include only the total amount of taxes levied for the current fiscal year in the several Parishes within the county. Revenue from other municipalities (i.e., from cities, towns and villages) for their share of the net total expenditures for general county purposes, as well as for special charges, which together make up the total warrant, should *not* be included as taxation revenue but shown under item 8(84) in the revenue statement. On the expenditure side no special procedure need be followed, in that expenditures should be reported on the basis of the classification set out in the general statement. It will no doubt be found desirable in most instances, however, to supplement this general statement of revenues and expenditures with one showing the detail of charges, as between those for general county purposes and specials, for cities, towns, and villages, and also for parishes. The form for this supplementary statement is shown on page 169.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), only the taxes levied in the Parishes should be included.

County Rates

2. Expenditure for county rates, as referred to in the instructions on page 72 in connection with item 14 of Exhibit V (Form 8 on page 45), applies only to cities, towns, and villages. Each municipality should include here only the total of its share of the general county rates and special charges, which amount should be in agreement with the relative amount shown as a revenue under item 8(84) by the county, as referred to in 1 above.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the amount levied for county rates should be included in item 1(11-111).

QUEBEC

1. As counties in the Province of Quebec have no direct **Counties** power of taxation, but merely the right to impose a rate or charge against the constituent local municipalities comprising the county, some slight departure from the general procedure will have to be followed in reporting revenues as provided for in Exhibit V (Form 8 on page 45). Instead of item 1, *Taxation* (Revenue) counties should report in its place the revenue derived from the imposition of county rates or other charges classified according to municipalities, as follows:

1. County Rates:

- 11. Towns: (Specify)
- 12. Villages: (Specify)
- 13. Rural Municipalities: (Specify)

All other revenues of the county should then be shown, to the extent that they are applicable, according to the classification of items 2 to 10 inclusive, and item 14, as shown in the general statement (Form 8 on page 45). On the expenditure side, however, no special procedure need be followed, in that expenditures should be reported on the basis of the classification set out in the general statement.

Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), does not apply to counties in Quebec.

2. The expenditure for county rates, as referred to in the instructions on page 72 in connection with item 14 of Exhibit V (Form 8 on page 45), applies only to towns, villages, and rural municipalities. Each municipality should include here only the total county rate or charge for the current fiscal year, which amount should be in agreement with the relative amount shown as a revenue by the county, as referred to in 1 above. **County Rates**

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the amount levied for county rates should be included in item 1(11-111).

3. There are two types of municipalities falling within the scope of the operations of this Commission, namely (1) *autonomous municipalities*, and (2) *aided municipalities*. In order that the financial relationship between these municipalities and the Commission may be clearly set out in the balance sheets and revenue and expenditure statements, it is necessary that some special procedures should be followed. In the Capital and Loan Funds Balance Sheet, each municipality should show its share of the net total bonded or debenture debt (i.e., the gross debt less sinking funds) under item 3 of the liabilities, with the assets reported in the ordinary way according to the purpose for which the bonds or debentures were issued. (As the relationship between the Commission and these municipalities is more or less the same as when debentures are assumed from another municipality, reference should be made to the explanations on page 141 for further **Montreal Metropolitan Commission —Assets and Liabilities**)

information in this regard.) In the Sinking Fund Balance Sheet, each municipality should show as an asset under item 8, its share of the sinking fund held by the Commission, with a corresponding *reserve for retirement of debentures* under item 1 of the liabilities. In the Revenue Fund Balance Sheet, amounts due from the Commission should be shown under item 4 of the assets, and similarly amounts due to the Commission should be shown under item 5 of the liabilities. In this way, complete effect may be given to the financial relationship between each municipality and the Commission, as the amounts thus reported should be in agreement with the relative assets and liabilities reported in the financial statements of the Commission itself.

**Montreal
Metropolitan
Commission**
—Charges

4. The same procedure should be followed by each municipality in reporting its expenditures in this regard as in the case of assets and liabilities. Accordingly, each municipality should show as an expenditure under item 14, as referred to in the instructions on page 72, its share of the net total requirements of the Commission, as provided for either by way of general or special assessment.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the amount levied for these charges should be included in item 1(11-111).

**Municipal
Mutual
Insurance
Companies**

5. Although municipalities are required to levy taxes against properties insured with such companies to meet established damages, and may levy additional taxes to establish an insurance reserve fund, any such taxes, tax collections, and other transactions relating to the operations of the insurance company should be kept separate from the general municipal transactions. The owners of the insured properties constitute the insurance corporation, which in turn is under the control and management of the municipal council; thus the municipality is in effect acting in the capacity of a "trustee" in respect of the insurance funds. Accordingly, tax levies in this regard and expenditures for damages, reserves, or other purposes should *not* be included in the Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45). Taxes outstanding, including both current and arrears, and other assets, as well as liabilities, including reserves, should be reported in the Trust, Reserve and Agency Fund Balance Sheet, Exhibit II(c) (Form 5 on page 26).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), any such amounts included in the roll should be shown under item 3(36).

Water Rates

6. Rates charged to customers for water utility services are a direct revenue of the utility and should be shown accordingly in the Utility Income and Expenditure Account, Exhibit VIII(W) (Form 11 on page 89). In most provinces the charge for this service is based on either the facilities or services enjoyed in each household or other establishment, or on the quantity of water consumed, and such charges are billed and

collected independently of municipal taxes. But there are cases, mainly in Quebec, where the charge for water service is based on the rental value of the property and included in the yearly tax roll for collection in the same manner as ordinary municipal taxes. Notwithstanding this practice, however, any such water rates or charges should be accounted for separate and apart from taxes; the total of such rates or charges for the current fiscal year should be included in item 1 of the utility income statement, as referred to above, and outstanding or unpaid rates due from customers should be shown as an asset under item 3, *Accounts Receivable* in the Utility Balance Sheet, Exhibit VI (Form 9 on page 75).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), any such water rates or charges should be excluded.

ONTARIO

1. As counties in the Province of Ontario have no direct **Counties** power of taxation, but merely the right to impose a rate or charge against the constituent local municipalities comprising the county, some slight departure from the general procedure will have to be followed in reporting revenues as provided for in Exhibit V (Form 8 on page 45). Instead of item 1, *Taxation* (Revenue), counties should report in its place the revenue derived from the imposition of county rates or other charges, classified according to municipalities, as follows:

1. *County Rates:*

- 11. Towns: (Specify)
- 12. Villages: (Specify)
- 13. Townships: (Specify)

All other revenues of the county should then be shown, to the extent that they are applicable, according to the general classification of items 2 to 10 inclusive, and item 14, as shown in the general statement (Form 8 on page 45). On the expenditure side, the general classification of expenditures, as shown in Exhibit V (Form 8 on page 45), should be followed. For the most part, items 1-9 inclusive, together with items 13 and 16, comprise the normal functional groups of expenditures for county municipalities. Other items of expenditure, such as for *agriculture* and *reforestation*, for which no provision is made in the general municipal statement inasmuch as they do not apply, should be shown separately.

Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), does not apply to counties in Ontario.

2. The expenditure for county rates, as referred to in the instructions on page 72 in connection with item 14 of Exhibit V (Form 8 on page 45), applies only to towns (other than separated towns), villages, and townships in counties. Each local municipality should show as an expenditure under this item its total share of the county rates or charges for the current fiscal year, *including secondary school and other educa-* **County Rates**

tional costs. It will thus be seen that these amounts should be in agreement with the relative amounts shown as a revenue by the county, as referred to in 1 above.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the amount levied for county rates (including secondary school and other educational costs) should be included in item 1(11-111).

**Police
Village
Rates or
Levies**

3. The total amount *levied* by the municipality for the purposes of Police Villages should be shown separately as an expenditure under item 14 in Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72. Expenditures made or incurred by the municipality on behalf of each Police Village, which are chargeable against the respective levies, should be kept separate from all other expenditures, and these should be reported by means of a special statement separate and apart from the ordinary Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45). The form for such a special statement is shown on page 170.

If, instead of the municipality making the expenditures for and on behalf of the Police Villages, as referred to in the foregoing, amounts are paid periodically, as may be required, to the Police Village Trustees, who in turn incur the expenses and pay the bills, the municipality should ascertain the exact standing of all police village accounts at the close of each year so as to be able to prepare the special statement referred to, as shown on page 170, covering police village operations. Also, the municipality should ascertain from the Police Village Trustees the amount of any assets or liabilities outstanding at the close of the fiscal year, in respect of each Police Village, and either incorporate them in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31), or report them by means of a separate balance sheet, such as prescribed for miscellaneous local authorities or activities (Form 18 on page 125), so as to make possible a consolidation of all assets and liabilities in the Combined Balance Sheet, Exhibit I (Form 1 on page 1).

The balance of levies for Police Village Rates in excess of expenditures by the municipality in respect thereof, or in excess of amounts paid by the municipality to Police Village Trustees, should be shown as "Deferred Revenue—Police Village Rates" under item 10, *Other Liabilities*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). And similarly, expenditures by the municipality in respect of Police Villages, or amounts paid by the municipality to Police Village Trustees, in excess of amounts levied for Police Village Rates, should be shown as "Deferred Expenditure—Police Village Rates" under item 12, *Other Assets*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). If any assets or liabilities of Police Villages at the close of the year are included in the Revenue Fund Balance Sheet, it should be borne in mind that either the *deferred expenditure* or the *deferred revenue* account will be affected, and these should be

adjusted accordingly (excess of assets over liabilities—a credit to deferred revenue; or excess of liabilities over assets—a debit to deferred expenditure).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total of amounts levied for such Police Village Rates should be included in item 1(11-111).

4. Levies, expenditures, and other transactions relating to any such special areas should be treated in the same manner as Police Village Rates, as explained on page 146. **Special Area Rates or Levies**

These special areas are found mostly in townships where they have been established for the purpose of providing such services as police and fire protection, sewage and other improvements. It is only in such cases that the procedure outlined should be followed. There are instances, however, where special areas are formed for the purpose of providing utility services such as water, electricity, or street railway, in which event the amounts levied as a special area rate should be shown as an expenditure under item 12 of Exhibit V (Form 8 on page 45). (For further information in this latter regard, refer to the instructions on page 72 in connection with item 12 of the expenditures, and also to the instructions on page 94 in connection with item 3 of the income, for a water supply system).

5. This item of expenditure, as referred to in the instructions on page 72 in connection with item 14 of Exhibit V (Form 8 on page 45), applies only to cities, separated towns and counties which share in the expenses of maintaining and constructing suburban roads. Each municipality should report as an expenditure under this item its total share of the Suburban Roads Commission Charges for the current fiscal year. **Suburban Roads Commission Charges**

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142) the amount levied for Suburban Roads Commission Charges should be included in item 1(11-111).

MANITOBA

1. Sewer rental charges imposed by the municipalities to meet their respective shares of the annual operating and maintenance costs, together with the annual debt charges on the capital cost, should be shown as a revenue under item 6, *Service Charges*, in the Revenue and Expenditure Account, Exhibit V (Form 8 on page 45). The amount payable to the Greater Winnipeg Sanitary District by each municipality, representing its share of the annual assessment or allocation to meet the operating and maintenance costs of the District, should be shown as an expenditure under item 14 of Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72. Other expenditures by the municipality which are chargeable against revenue derived from the sewer rentals should be reported according to the general classification provided for ordinary municipal expenditures. **Greater Winnipeg Sanitary District Charges**

Amounts due to and from the Greater Winnipeg Sanitary District should be shown under either item 5 of the liabilities or item 4 of the assets, as the case may be, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

If, in any instance, the above sewer rental charges are included in the yearly tax roll, the total thereof should be shown under item 3(36) in preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142).

**Greater
Winnipeg
Water
District
Charges**

2. The levy on land by each municipality comprising the Greater Winnipeg Water District should be included as a revenue under item 1(11-111), and a corresponding amount shown as an expenditure under item 12 in the Revenue and Expenditure Account, Exhibit V (Form 8 on page 45). Similarly, the amount of such levy should be shown as income of the water supply system under item 3, and a corresponding amount shown as an expenditure under item 8 in Exhibit VIII(W) (Form 11 on page 89). This latter procedure is necessary in order to show a complete statement of operations for the municipal water utility, including the sources from which the utility income has been derived.

Amounts due to and from the Greater Winnipeg Water District should be shown under either item 5 of the liabilities or item 4 of the assets, as the case may be, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the amount of the levy for Greater Winnipeg Water District Charges should be included in item 1(11-111).

Each municipality should also report its contingent liability in respect of Greater Winnipeg Water District debentures, in Exhibit II(a) (Form 3 on page 17).

**Municipal
Commissioner's
Levy**

3. The amount levied on the municipality by the Municipal Commissioner, representing its share of the apportioned expenditures for services falling under the jurisdiction of the Municipal Commissioner, should be shown as an expenditure under item 14 of Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72.

The balance of amounts owing to or from the Municipal Commissioner on account of any such levies, together with interest thereon, if any, should be shown under either item 5 of the liabilities or item 4 of the assets, as the case may be, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the amount of the Municipal Commissioner's Levy should be included in item 1(11-111).

**Provincial
Trunk
Highways**

4. The amount of the annual instalment payable to the province on this account, including both principal and interest, should be shown as an expenditure under item 14 of Exhibit V

(Form 8 on page 45), as referred to in the instructions on page 72. Principal and interest should be shown separately.

The unmatured principal balance owing on this account should be shown under item 3, *Other Long Term Indebtedness*, of the liabilities in the Capital and Loan Funds Balance Sheet, Exhibit II (Form 2 on page 7), and the balance of any amounts past due and unpaid should be shown under item 6 of the liabilities in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the levy for Provincial Trunk Highways should be included in item 1(11-111).

5. The total amount *levied* by the municipality for Unincorporated Village Districts should be shown separately as an expenditure under item 14 in Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72. The actual revenues and expenditures of all such Village District Committees should be reported by means of a special statement, the form for which is shown on page 170. This statement should be prepared from the annual return to Council by such Village District Committees, which should also include any assets or liabilities outstanding at the close of the year, so that these may also be reported in the financial statements of the municipality.

**Village
District
Committee
Rates or
Levies**

The balance of any such Village District Committee Rates or Levies in excess of amounts paid by the municipality to the committee(s) should be shown as "Deferred Revenue—Village District Rates" under item 10, *Other Liabilities*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31), and similarly, amounts paid by the municipality to the committee(s) in excess of amounts levied in that regard should be shown as "Deferred Expenditure—Village District Rates" under item 12, *Other Assets*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

It may occur in some instances, where arrangements have been made accordingly by the Village District Committee(s), that the municipality makes or incurs the expenditures directly and pays the accounts for and on behalf of the committee(s), but notwithstanding this fact, the procedure outlined above should still be followed.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total Village District Committee Rates or Levies should be included in item 1(11-111).

SASKATCHEWAN

1. Taxes levied by the municipality, both general and special, for and on behalf of Rural Telephone Companies, should be treated as *Agency or Trust Accounts*. Accordingly, the total amount of such taxes levied should not be included either as taxation revenue for municipal purposes, or as an expenditure, in the Revenue and Expenditure Account (General

**Telephone
Tax Levy**

Section), Exhibit V (Form 8 on page 45). Assets and liabilities in respect of such Telephone Tax Levy, to the extent that they may be separable from general revenue fund balance sheet accounts, should be reported in the Trust, Reserve and Agency Funds Balance Sheet, Exhibit II(c) (Form 5 on page 26). Unpaid taxes should be shown as such under item 4 of the assets and the balance due to Rural Telephone Companies should be shown under item 1 of the liabilities. Normally, the assets and liabilities in respect of such telephone levies should be in agreement, but due to tax consolidations or tax sales and collections thereon, as well as to other transactions in respect of telephone levies which may be accounted for through certain revenue fund balance sheet accounts, there may be some differences. These differences would represent *inter-fund* balances and should be shown accordingly in the respective balance sheets.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total Telephone Tax Levy should be shown under item 3(33).

**Hail
Insurance
Tax Levy**

2. Taxes levied by the municipality for and on behalf of Hail Insurance Associations should be treated in the same manner as outlined in respect of Telephone Tax Levy in 1 above.

**Public
Revenue
Tax**

3. Taxes levied by the municipality for and on behalf of the Provincial Government (including drainage debenture tax) should be treated in the same manner as outlined in respect of Telephone Tax Levy in 1 above.

**Wild Lands
Tax**

4. Wild Lands Taxes levied by the municipality for and on behalf of the Provincial Government should be treated in the same manner as outlined in respect of Telephone Tax Levy in 1 above.

**Union
Hospital
Districts**

5. Taxes levied by the municipality for Union Hospital Districts should be treated in the same manner as other taxes levied for general municipal purposes and included as part of taxation revenue in item 1 of Exhibit V (Form 8 on page 45). The expenditure in this regard, represented by the municipality's share of the hospital district requisition for the year, should be included in item 6, *Public Welfare*, as referred to on page 69.

Amounts due to and from Union Hospital Districts at the close of the fiscal year should be shown either under item 5 of the liabilities or item 4 of the assets, as the case may be, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total levy for Union Hospital Districts should be included in item 1(11-111).

ALBERTA

1. Social Services Tax levied by the municipality for and on behalf of the Provincial Government should be treated as *Agency or Trust Accounts*. Accordingly, the total amount of such taxes levied should not be included either as taxation revenue for municipal purposes, or as an expenditure, in the Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45). Assets and liabilities in respect of such Social Services Tax Levy, to the extent that they may be separable from general revenue fund balance sheet accounts, should be reported in the Trust, Reserve and Agency Funds Balance Sheet, Exhibit II(c) (Form 5 on page 26). Unpaid taxes should be shown as such under item 4 of the assets, and the balance due to the Provincial Government should be shown under item 1 of the liabilities. Normally, the assets and liabilities in respect of such Social Services Tax Levy should be in agreement, but there may be transactions in respect thereof accounted for through certain revenue fund balance sheet accounts, in which event the differences, if any, would represent *inter-fund* balances and should be shown accordingly in the respective balance sheets.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total Social Services Tax Levy should be included under item 3(36).

2. Educational Tax, levied only by Municipal Districts on land not in a school district for and on behalf of the Provincial Government, should be treated in the same manner as outlined in respect of Social Services Tax in 1 above.

3. Wild Lands Tax, levied only by Municipal Districts for and on behalf of the Provincial Government, should be treated in the same manner as outlined in respect of Social Services Tax in 1 above.

4. Taxes levied by the municipality for and on behalf of Hail Insurance Associations should be treated in the same manner as outlined in respect of Social Services Tax in 1 above.

5. Taxes levied by the municipality for and on behalf of Hospital Districts should be treated in the same manner as outlined in respect of Social Services Tax in 1 above.

6. Although school taxes levied by municipalities may be accounted for by means of trust accounts, the amount of such levies should nevertheless be included as taxation revenue for school purposes under item 1 in Exhibit V (Form 8 on page 45), and a corresponding amount shown as an expenditure under item 7.

The procedure for reporting assets and liabilities in respect of such School Tax should be the same as outlined for Social Services Tax in 1 above.

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total levy for School Tax should be included in item 1(12).

BRITISH COLUMBIA

**Greater
Vancouver
Water
District**

1. Financial transactions of the municipality relating to the Greater Vancouver Water District should be reflected in the statements of the Water Utility. The cost of water purchased should be shown as an expenditure under item 3 of the Utility Income and Expenditure Account, Exhibit VIII(W) (Form 11 on page 89). Amounts due to or from the Greater Vancouver Water District in respect of water utility transactions should be shown under either item 8 of the liabilities or item 8 of the assets, as the case may be, in the Public Utility Balance Sheet, Exhibit VI (Form 9 on page 75).

Each municipality should also report its contingent liability in respect of Greater Vancouver Water District debentures, in Exhibit II(a) (Form 3 on page 17).

**Vancouver
and Districts
Joint
Sewerage
and
Drainage
Board**

2. The annual assessment made by the Vancouver and Districts Joint Sewerage and Drainage Board on the municipality should be shown as an expenditure under item 14 in Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72. Amounts due to or from the Board should be shown under either item 5 of the liabilities or item 4 of the assets, as the case may be, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the levy for Vancouver and Districts Joint Sewerage and Drainage Board assessment should be included in item 1(11-111).

Each municipality should also report its contingent liability in respect of Vancouver and Districts Joint Sewerage and Drainage Board debentures, in Exhibit II(a) (Form 3 on page 17).

**Special
Area Rates
or Levies**

3. Where a defined section of the municipality is formed into a special area for the purpose of rendering certain services, the costs of which are levied against properties within that area, the total of the taxes levied for these areas should be shown as an expenditure under item 14 in Exhibit V (Form 8 on page 45), as referred to in the instructions on page 72. Expenditures made or incurred by the municipality in respect of any such area services should be kept separate from all other expenditures and reported by means of a special statement separate and apart from the ordinary Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45). The form for such a special statement is shown on page 170.

The balance of any such area levies in excess of expenditures by the municipality in respect thereof should be shown as "Deferred Revenue—Special Area Rates" under item 10, *Other Liabilities*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31). And similarly, expenditures by the municipality in respect of such special areas in excess of amounts levied therefor should be shown as "Deferred Expend-

iture—Special Area Rates” under item 12, *Other Assets*, in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31).

The foregoing applies to all general municipal services which are rendered to limited or defined areas of the municipality, such as for police and fire protection, sewage and other improvements, but does not apply to utility services, such as for water, gas, railway, or electricity, for which special areas may have been formed. When any such utility services are provided for on a special area basis and a part or the whole of the cost thereof (other than for deficits) is provided for out of taxation, the amount of the tax levy in that regard should be shown as an expenditure under item 12 of Exhibit V (Form 8 on page 45). (For further information in this latter regard, refer to the instructions on page 72 in connection with item 12 of the expenditures, and also to the instructions on page 94 in connection with item 3 of the income, for a water supply system.)

In preparing Schedule 5, *Summary of Tax (or Rate) Roll* (Form 27 on page 142), the total of amounts levied for special areas should be included in item 1(11-111).

JOINT EXPENDITURE BOARD OR COMMITTEE

Revenue and Expenditure Account

For the Fiscal Year Ended.....19... EXHIBIT V
(Day) (Month) (Supplementary)

REVENUE

1. Apportionment of Joint Expenditures—	
11. Municipality of.....	\$.....
12. City of.....
13. Town of.....
14. Town of.....
Sub-Total \$.....	
2. Miscellaneous Revenue—	
21. Specify according to classi-	\$.....
22. fication of items 2 to 12
23. inclusive, and item 14 of the
24. Revenues as shown in Ex-
25. hibit V (Form 8 on page 45)
Sub-Total	
3. Total Revenue.....	\$.....

EXPENDITURE

1. Specify according	\$.....
2. to classification of
3. items 1 to 13 incl-
4. ive, and item 16 of
5. the Expenditures
6. as shown in Ex-
7. hibit V (Form 8 on
8. page 45)
9.
10.
11. Total Expenditure.....	\$.....
12. Surplus (or Deficit) for Year.....
13. Total.....	\$.....

Explanatory Note:

This is the form of supplementary statement referred to on page 154, which applies only to county municipalities in Nova Scotia in which there are Joint Expenditure Boards or Committees. It provides for the detail of the apportionment of joint expenditures as between the municipalities liable therefor, as well as the necessary detail of revenues from miscellaneous sources and expenditures on joint account.

ANALYSIS OF SPECIAL RATES AND CHARGES

For the Fiscal Year Ended.....19... **EXHIBIT V**
 (Day) (Month) (Supplementary)

	City, Town or Village (Specify)			Parishes (Specify)			Grand Total Col. (3) + (6)
	(1)	(2)	Total Col. (1) + (2) (3)	(4)	(5)	Total Col. (4) + (5) (6)	
REVENUE							
1. Total Warrant—or— Taxes Levied	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
2. Special Revenue: (Specify)							
21.
22.
23.
24.
25.
3. Total Revenue.....	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
EXPENDITURE							
4. County Purposes....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....	\$.....
5. Special Expenditures: (Specify)							
51.
52.
53.
54.
55.
6. Total Expenditures...	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>
7. Surplus.....
or							
8. Deficit.....
9. Grand Total.....	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>	<u>\$.....</u>

Explanatory Notes:

This is the form for the supplementary statement referred to on page 156. It applies only to Counties in New Brunswick.

Item 1—**Warrant**—applies only to columns (1), (2) and (3), the total of which should agree with the amount shown under 8 (84) of the revenues in the Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45), as referred to on page 156.

Taxes Levied—applies only to columns (4), (5), and (6), the total of which should agree with the total of the amounts shown under item 1 of the revenues in the Revenue and Expenditure Account (General Section), Exhibit V (Form 8 on page 45), as referred to on page 156.

Item 2—Special items of revenue which accrue directly to the credit of specific cities, towns, villages, or parishes. These should be shown here according to the classification of items 2 to 12 inclusive, and item 14 in Exhibit V referred to above.

Item 3—The total of item 1 and amounts shown under item 2.

Item 4—The apportionment of the net total charges for general county purposes.

Item 5—Special items of expenditure which are chargeable direct to specific cities, towns, villages, or parishes. These should be shown here according to the classification of items 1 to 13 inclusive and item 16 in Exhibit V referred to above.

Item 6—The total of item 4 and amounts shown under item 5.

Item 7 or 8—The difference between items 3 and 6, surplus or deficit, as the case may be.

Item 9—The total of items 6 and 7, or the difference between items 6 and 8, depending on whether a surplus or a deficit is shown.

SPECIAL AREA OR DISTRICT RATES

For the Fiscal Year Ended.....19... **EXHIBIT V**
 (Day) (Month) (Supplementary)

	Name or Number of Area or District						Grand Total
1. Balance January 1, 19....							
11. Deferred Expenditure.....	\$....	\$....	\$....	\$....	\$....	\$....	\$....
12. Deferred Revenue.....
2. Rates Levied for Current Year.....
3. Miscellaneous Revenue:							
31. Specify according to clas-
32. sification of items 2 to 12
33. inclusive, of the Revenues
34. as shown in Exhibit V
35. (Form 8 on page 45).
4. Total.....	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>
5. Expenditures:							
51. Specify according to clas-
52. sification of items 1 to 13
53. inclusive, of the Expend-
54. itures as shown in Exhibit
55. V (Form 8 on page 45).
6. Total.....	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>
7. Balance December 31, 19....							
71. Deferred Expenditure.....	\$....	\$....	\$....	\$....	\$....	\$....	\$....
72. Deferred Revenue.....	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>	<u>\$....</u>

Explanatory Note:

This is the form of supplementary statement which should be prepared in connection with Poor District Rates, and District or Special Area Rates in Nova Scotia; Police Village Rates, and Special Area Rates in Ontario; Village District Committee Rates in Manitoba; and Special Area Rates in British Columbia, as referred to on pages 154, 156, 160, 161, 163 and 166 respectively. It provides for the necessary detail in support of any *deferred expenditure* or *deferred revenue* balances on this account shown in the Revenue Fund Balance Sheet, Exhibit III (Form 6 on page 31), as well as the necessary detail of revenues and expenditures for all such areas or districts.

APPENDIX "B"

UTILITY INCOME AND EXPENDITURE ACCOUNTS

Income and expenditure of utilities should be kept separate from ordinary municipal revenues and expenditures and a separate operating statement prepared for each, regardless of the method of financing operations or the method employed in the management and control of the enterprise. On page 89 of the Manual is shown the form of *Income and Expenditure Account* for a Water Supply System and this section includes similar statements for other utilities which are found in municipal organizations throughout Canada, as follows:

Electric Light and Power.....	Form 38
Gas Supply System.....	Form 39
Street Railway.....	Form 40
Bus Lines.....	Form 41
Telephone System.....	Form 42
Airport.....	Form 43
Ferries.....	Form 44
Central Heating.....	Form 45

For an explanation of these statements reference should be made to the instructions on pages 93 to 95 inclusive, relating to a Water Supply System, as the general procedure outlined in that regard applies as well to all other utilities.

ELECTRIC LIGHT AND POWER
Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

INCOME

1. Sale of Electrical Energy:	
11. Residential Sales.....	\$.....
12. Commercial Sales—	
121. Power.....	\$.....
122. Lighting, etc.....
	Sub-Total
13. Industrial Sales—	
131. Power.....	\$.....
132. Lighting, etc.....
	Sub-Total
14. Sales to Public Authorities (other than own municipality)—	
141. Power.....	\$.....
142. Lighting, etc.....
	Sub-Total
15. Sales to Own Municipality—	
151. Power.....	\$.....
152. Street Lighting.....
153. Other Lighting, etc.....
	Sub-Total
16. Other Sales: Specify)	
161. Sales to Other Electric Utilities.....	\$.....
162.
163.
	Sub-Total
	Sub-Total \$.....
2. Miscellaneous Income:	
21. Customers' Forfeited Discounts and Penalties.....	\$.....
22. Servicing of Customers' Installations.....
23. Sales of Merchandise.....
24. Other: (Specify)	
241.
242.
243.
	Sub-Total
3. Provided by Municipality from Tax Levy:	
31. General or Special Area Rates.....	\$.....
32. Local Improvement Charges—Owners' Share.....
	Sub-Total
4. Total Income	\$.....
5. Deficit for Year (Excess of Expenditure over Income)—carried forward to Surplus (Deficit) Account, Exhibit VII.....	

6. Grand Total Income Section	\$.....

ELECTRIC LIGHT AND POWER**Income and Expenditure Account**For the Fiscal Year Ended.....19....
(Day) (Month)**EXHIBIT VIII (E)****EXPENDITURE**

1. Administration and General	\$.....
2. Customers' Billing and Collecting
3. Electrical Energy Purchased
4. Generation of Electrical Energy:	
41. Maintenance.....	\$.....
42. Operation.....
	<u>Sub-Total</u>
5. Transmission and Transformation:	
51. Maintenance.....	\$.....
52. Operation.....
	<u>Sub-Total</u>
6. Distribution:	
61. Maintenance.....	\$.....
62. Operation.....
	<u>Sub-Total</u>
7. Street Lighting:	
71. Maintenance.....	\$.....
72. Operation.....
	<u>Sub-Total</u>
8. Other—Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
81. Cost of Merchandise Sales.....	\$.....
82.
83.
	<u>Sub-Total</u>
9. Depreciation
10. Debenture Debt Charges:	
101. Interest.....	\$.....
102. Serial Debentures—Principal Instalments.....
103. Sinking Fund Debentures—Sinking Fund Requirements.....
	<u>Sub-Total</u>
11. Total Expenditure	\$.....
12. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
13. Grand Total Expenditure Section	<u>\$.....</u>

GAS SUPPLY SYSTEM
Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

INCOME

1. Sale of Gas:

11. Residential Sales..... \$.....

12. Commercial Sales..... ..

13. Industrial Sales..... ..

14. Sales to Public Authorities (Other than own municipality).... ..

15. Sales to Own Municipality:

151. Street Lighting..... \$.....

152. Other Lighting, etc..... ..

Sub-Total

16. Other Sales: (Specify)

161. Sales to Other Gas Utilities..... ..

162.

163.

Sub-Total \$.....

2. Miscellaneous Income:

21. Customers' Forfeited Discounts and Penalties..... \$.....

22. Servicing of Customers' Installations..... ..

23. Sales of Merchandise..... ..

24. Sales of By-Products..... ..

25. Other: (Specify)

251.

252.

253.

Sub-Total

3. Provided by Municipality from Tax Levy:

31. General or Special Area Rates..... \$.....

32. Local Improvement Charges—Owners' Share..... ..

Sub-Total

4. Total Income..... \$.....

5. Deficit for Year (Excess of Expenditure over Income)—carried forward to Surplus (Deficit) Account, Exhibit VII..... ..

6. Grand Total Income Section..... \$.....

GAS SUPPLY SYSTEM
Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

EXHIBIT VIII (G)

EXPENDITURE

1. Administration and General	\$.....
2. Customers' Billing and Collecting
3. Gas Purchased:	
31. Manufactured Gas.....	\$.....
32. Natural Gas.....
	Sub-Total
4. Gas Production:	
41. Manufactured Gas—	
411. Maintenance.....	\$.....
412. Operation.....
	Sub-Total \$.....
42. Natural Gas	
421. Maintenance.....	\$.....
422. Operation.....
	Sub-Total
	Sub-Total
5. Transmission:	
51. Maintenance.....	\$.....
52. Operation.....
	Sub-Total
6. Distribution:	
61. Maintenance.....	\$.....
62. Operation.....
	Sub-Total
7. Street Lighting:	
71. Maintenance.....	\$.....
72. Operation.....
	Sub-Total
8. Other—Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
81. Cost of Merchandise Sales.....	\$.....
82.
83.
	Sub-Total
9. Depreciation
10. Debenture Debt Charges:	
101. Interest.....	\$.....
102. Serial Debentures—Principal Instalments.....
103. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
11. Total Expenditures	\$.....
12. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
13. Grand Total Expenditure Section	<u>\$.....</u>

STREET RAILWAY
Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

INCOME

1. Transportation:

11. Passenger.....	\$.....
12. Freight.....
13. Mail.....
14. Other: (Specify)	
141.
142.
143.
	<u>Sub-Total</u> \$.....

2. Miscellaneous Income: (Specify)

21. Waiting Room and Car Privileges.....	\$.....
22.
23.
	<u>Sub-Total</u>

3. Revenue Provided by Municipality from Tax Levy.....

4. Total Income..... \$.....

5. Deficit for Year (Excess of Expenditure over Income)—carried forward to Surplus (Deficit) Account, Exhibit VII.....

6. Grand Total Income Section..... \$.....

STREET RAILWAY**Income and Expenditure Account**For the Fiscal Year Ended.....19....
(Day) (Month)**EXHIBIT VIII (SR)****EXPENDITURE**

1. Administration and General	\$.....
2. Way and Structures:	
21. Superintendence.....	\$.....
22. Maintenance of Track, Trolley, Buildings and Structures.....
	Sub-Total
3. Equipment:	
31. Superintendence.....	\$.....
32. Maintenance of Cars, Plant and Other Equipment.....
	Sub-Total
4. Traffic:	
41. Superintendence.....	\$.....
42. Advertising and Other Expenses.....
	Sub-Total
5. Conducting Transportation:	
51. Superintendence.....	\$.....
52. Power.....
53. Operation of Cars.....
	Sub-Total
6. Other—Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
61.	\$.....
62.
63.
	Sub-Total
7. Depreciation
8. Debenture Debt Charges:	
81. Interest.....	\$.....
82. Serial Debentures—Principal Instalments.....
83. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
9. Total Expenditures	\$.....
10. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
11. Grand Total Expenditure Section	<u>\$.....</u>

BUS LINES
Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

INCOME

1. Transportation:

11. Passenger.....	\$.....
12. Freight.....
13. Mail.....
14. Other: (Specify)	
141.
142.
143.
	<u>Sub-Total</u> \$.....

2. Miscellaneous Income: (Specify)

21. Waiting Room and Bus Privileges.....	\$.....
22.
23.
	<u>Sub-Total</u>

3. Revenue Provided by Municipality from Tax Levy.....

4. Total Income..... \$.....

5. Deficit for Year (Excess of Expenditure over Income)—carried forward
to Surplus (Deficit) Account, Exhibit VII.....

6. Grand Total Income Section..... \$.....

BUS LINES**Income and Expenditure Account**For the Fiscal Year Ended.....19.....
(Day) (Month)**EXHIBIT VIII (BL)****EXPENDITURE**

1. Administration and General	\$.....
2. Buildings, Plant and Equipment:	
21. Superintendence.....	\$.....
22. Maintenance of Buildings and Shop Equipment.....
23. Maintenance of Vehicles.....
24. Garage Operating Expenditures.....
	Sub-Total
3. Traffic Promotion (Advertising, etc.)
4. Transportation:	
41. Superintendence.....	\$.....
42. Operation of Buses.....
	Sub-Total
5. Other—Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
51.	\$.....
52.
53.
	Sub-Total
6. Depreciation
7. Debenture Debt Charges:	
71. Interest.....	\$.....
72. Serial Debentures—Principal Instalments.....
73. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
8. Total Expenditures	\$.....
9. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
10. Grand Total Expenditure Section	<u><u>\$.....</u></u>

TELEPHONE SYSTEM

Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

INCOME

1. Telephone Service:

11. Subscribers and Renters.....	\$.....
12. Private Branch Exchange.....
13. Private Lines.....
14. Long Distance Tolls.....
15. Other: (Specify)	
151.
152.
153.
	Sub-Total \$.....

2. Miscellaneous Income: (Specify)

21. Pay Stations.....	\$.....
22. Directory Advertising.....
23.
24.
	Sub-Total

3. Revenue Provided by Municipality from Tax Levy.....

4. Total Income.....\$.....

5. Deficit for Year (Excess of Expenditure over Income)—carried forward
to Surplus (Deficit) Account, Exhibit VII.....

6. Grand Total Income Section.....\$.....

TELEPHONE SYSTEM **Income and Expenditure Account**

For the Fiscal Year Ended.....19....
(Day) (Month)

EXHIBIT VIII (T)

EXPENDITURE

1. Administration and General.....	\$.....
2. Buildings, Plant and Equipment:	
21. Maintenance.....	\$.....
22. Operation.....
	<u>Sub-Total</u> ...
3. Other—Exclusive of Depreciation and Debenture Debt Charges:	
(Specify)	
31.	\$.....
32.
33.
	<u>Sub-Total</u>
4. Depreciation.....
5. Debenture Debt Charges:	
51. Interest.....	\$.....
52. Serial Debentures—Principal Instalments.....
53. Sinking Fund Debentures—Sinking Fund Requirements.....
	<u>Sub-Total</u>
6. Total Expenditures.....	\$.....
7. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
8. Grand Total Expenditure Section.....	\$.....

AIRPORT
Income and Expenditure Account

For the Fiscal Year Ended.....19...
(Day) (Month)

INCOME

1. Airport Facilities:

11. Fees and Rentals.....	\$.....
12. Repairs and Services.....
13. Gas and Oil Sales.....
14. Other: (Specify)	
141.
142.
143.
	Sub-Total \$.....

2. Miscellaneous Income: (Specify)

21. Waiting Room and Plane Privileges.....	\$.....
22.
23.
	Sub-Total

3. Revenue Provided by Municipality from Tax Levy.....

4. Total Income..... \$.....

5. Deficit for Year (Excess of Expenditure over Income)—carried forward
to Surplus (Deficit) Account, Exhibit VII.....

6. Grand Total Income Section..... \$.....

AIRPORT

Income and Expenditure Account

For the Fiscal Year Ended.....19...
(Day) (Month)

EXHIBIT VIII (A)

EXPENDITURE

1. Administration and General	\$.....
2. Flying Field and Hangars:	
21. Maintenance.....	\$.....
22. Operation.....
	Sub-Total
3. Other Buildings and Equipment:	
31. Maintenance.....	\$.....
32. Operation.....
	Sub-Total
4. Other—Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
41.	\$.....
42.
43.
	Sub-Total
5. Depreciation
6. Debenture Debt Charges:	
61. Interest.....	\$.....
62. Serial Debentures—Principal Instalments.....
63. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
7. Total Expenditures	\$.....
8. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
9. Grand Total Expenditure Section	<u>\$.....</u>

FERRIES

Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

INCOME

1. Transportation:

11. Passenger.....	\$.....
12. Freight.....
13. Mail.....
14. Other: (Specify)	
141.
142.
143.
	Sub-Total \$.....

2. Miscellaneous Income: (Specify)

21. Waiting Room, Dock and Boat Privileges.....	\$.....
22. Parks and Attractions.....
23.
24.
25.
	Sub-Total

3. Revenue Provided by Municipality from Tax Levy.....
.....

4. Total Income..... \$.....

5. Deficit for Year (Excess of Expenditure over Income)—carried forward
to Surplus (Deficit) Account, Exhibit VII.....
.....

6. Grand Total Income Section.....
.....

FERRIES

Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

EXHIBIT VIII (F)

EXPENDITURE

1. Administration and General	\$.....
2. General Superintendence
3. Buildings, Plant and Equipment:	
31. Maintenance.....	\$.....
32. Operation.....
	Sub-Total
4. Transportation:	
41. Superintendence.....	\$.....
42. Operation of Boats, Docks, etc.....
	Sub-Total
5. Other—Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
51. Operation of Parks and Attractions.....	\$.....
52.
53.
	Sub-Total
6. Depreciation
7. Debenture Debt Charges:	
71. Interest.....	\$.....
72. Serial Debentures—Principal Instalments.....
73. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
8. Total Expenditures	\$.....
9. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
10. Grand Total Expenditure Section	<u>\$.....</u>

CENTRAL HEATING
Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

INCOME

1. Steam Sales:

11. Residential Sales.....	\$.....
12. Commercial Sales.....
13. Industrial Sales.....
14. Sales to Public Authorities (other than own municipality).....
15. Sales to Own Municipality.....
16. Other: (Specify)	
161.
162.
163.
	Sub-Total \$.....

2. Miscellaneous Income: (Specify)

21.	\$.....
22.
23.
	Sub-Total

3. Provided by Municipality from Tax Levy:

31. General or Special Area Rates.....	\$.....
32. Local Improvement Charges—Owners' Share.....
	Sub-Total

4. Total Income.....\$.....

5. Deficit for Year (Excess of Expenditure over Income)—carried forward
to Surplus (Deficit) Account, Exhibit VII.....

6. Grand Total Income Section.....\$.....

CENTRAL HEATING
Income and Expenditure Account

For the Fiscal Year Ended.....19....
(Day) (Month)

EXHIBIT VIII (CH)

EXPENDITURE

1. Administration and General	\$.....
2. Customers' Billing and Collecting
3. Steam Production:	
31. Maintenance.....	\$.....
32. Operation.....
	Sub-Total
4. Distribution:	
41. Maintenance.....	\$.....
42. Operation.....
	Sub-Total
5. Other—Exclusive of Depreciation and Debenture Debt Charges: (Specify)	
51.	\$.....
52.
53.
	Sub-Total
6. Depreciation
7. Debenture Debt Charges:	
71. Interest.....	\$.....
72. Serial Debentures—Principal Instalments.....
73. Sinking Fund Debentures—Sinking Fund Requirements.....
	Sub-Total
8. Total Expenditures	\$.....
9. Surplus for Year (Excess of Income over Expenditure)—carried forward to Surplus (Deficit) Account, Exhibit VII.....
10. Grand Total Expenditure Section	<u><u>\$.....</u></u>

APPENDIX "C"

DOMINION-PROVINCIAL CONFERENCE
ON
MUNICIPAL STATISTICS IN CANADA

GENERAL STATISTICS,
ASSESSMENT AND POPULATION
SCHEDULES

(As revised by Conference, December 4 - 6, 1940)

FOREWORD

The original Committee appointed at the July, 1937, Conference to consider the question of general municipal statistics consisted of H. C. Goldenberg, representing the Canadian Federation of Mayors and Municipalities, Chairman; J. T. Lamontagne, Bureau of Statistics, Quebec; and H. H. Walker, Department of Municipal Affairs, Ontario. Mr. Goldenberg, however, subsequently withdrew from active participation on the Committee because of other duties, and Mr. H. C. Caldwell, then of the Dominion Bureau of Statistics, brought the first Committee report to a state of completion for submission to the May, 1940, Conference. As a result of conflicting interests between the Committees on General Statistics, Assessment and Population, and Revenues, Expenditures and Balance Sheets, the first two mentioned were consolidated at this Conference, and sections of the original general statistics report which dealt with financial matters were transferred to the latter Committee.

The new Committee on General Statistics, Assessment and Population, consisting of Mr. A. J. B. Gray, Department of Municipal Affairs, Ontario, Chairman, and a representative of each of the other provinces completed this work and the final schedules, following certain revisions, were adopted at the December, 1940, Conference.

I. POPULATION

	<u>Day</u>	<u>Month</u>	<u>Year</u>	<u>No. of Persons</u>
1. As per Assessment Roll
2. Other Estimates (Specify basis):				
21.
22.

II. AREA—IN ACRES

1. Land (including streets and highways):

11. Assessed for Taxation (from Assessment roll returned) on.....19....
Day	Month
*111. Land Vacant.....
*112. Land Built upon.....
Total Land Assessed for Taxation.....
12. Land exempt from taxation (excluding public parks and play- grounds).....
13. Land in Public Parks and Playgrounds.....
Total Land Area.....

2. Water Area (not otherwise included):

21. Water assessed for taxation.....
22. Water exempt from taxation.....
Total Water Area.....
Grand Total Land and Water Area

* This applies only to cities, towns and villages.

III. ASSESSED VALUATIONS

Classification	Assessment upon which Taxes are Levied					Exempt	
	General Purposes (net)	Schools		Schools only		General Purposes	Schools
		Public	Separate	Public	Separate		
	\$	\$	\$	\$	\$	\$	\$
1. Real Property:							
11. Buildings:							
111. Residential..
112. Other (Specify)
.....
.....
Total Buildings...
12. Land.....
Total Real Property.
2. Business.....
3. Income.....
4. Other (Personal, etc., specify)
.....
.....
Total Assessed Valua- tions.....

IV. EXEMPTIONS

(Assessed Valuation of Property Exempt from Taxation)

Classification	Land	Buildings	Total
	\$	\$	\$
1. Government Property:			
11. Dominion:			
111. Other than Indian Lands.....
112. Indian Lands.....
Total Dominion.....
12. Provincial:			
121. Utilities.....
122. Other: (specify)
.....
.....
Total Provincial.....
13. Municipal:			
131. Used by Municipal Government.....
132. Schools (include Elementary and Secondary, exclude Private Schools).....
133. Public Parks.....
134. Public Hospitals.....
135. Public Libraries.....
136. Property acquired for taxes.....
137. Other: (Specify)
.....
.....
Total Municipal.....
Total Government Property.....
2. Property used for Educational, Religious, Charitable and Welfare Purposes:			
21. Schools (Private), Colleges and Universities.....
22. Property used for Religious Purposes.....
23. Property used for Charitable and Welfare Purposes.
 Total Property used for Educational, Religious, Charitable and Welfare Purposes.....
3. Industrial and Business Enterprises.....
4. Other: (Specify)			
.....
.....
Grand Total Exemptions.....

V. ROAD AND STREET MILEAGE

(Within the Municipality)

Classification	SURFACE						Total
	Asphalt	Concrete	Gravel or Stone	Tar Treat- ment	Unpaved	Unopened	
1. Provincial Highways:							
11. Main.....
12. Secondary.....
2. County Roads.....
3. County Suburban Roads.....
4. Local Roads and Streets.....
Public Lanes and Alleys.....
Total Road and Street Mileage.....	=====	=====	=====	=====	=====	=====	=====

VI. SEWER AND WATER MAIN MILEAGE

1. Storm Sewers.....
2. Sanitary Sewers.....
3. Water Mains.....

